City of Oakbrook Terrace

17W275 Butterfield Road, Oakbrook Terrace, Illinois 60181

Telephone (630) 941-8300 EXT. 209 Fax (630) 617-0036

APPLICATION FOR CONTRACTOR REGISTRATION

Business Name:_____ Date:_____

Business Address:_____ Suite #:_____

P.O. Box Numbers Not Accepted

City/State/Zip Code:_____

Owner's Name:_____ Owner's Cell :_____

Business Phone No:_____ Business Fax:_____

Business Email:_____

TRADE:

☐General Contractor ☐Carpenter ☐Demolition ☐HVAC ☐Roofer ☐Electrician
☐Plumber ☐Excavator ☐Mason ☐Fence ☐Signage ☐Elevator
☐Sewer ☐Concrete/Asphalt ☐Steel/Iron ☐Irrigation ☐Siding
☐Fire Alarm / Fire Sprinklers ☐Low Voltage / Communication
☐Private Alarm / Private Security ☐Other_____

☐ Union ☐ Non-Union

THIS REGISTRATION IS VALID FROM MAY 1ST THROUGH APRIL 30TH

REGISTRATION APPLICATION, PAYMENT AND ALL REQUIRED DOCUMENTS MUST BE ON FILE PRIOR TO PERMIT RELEASE

By signing this application, the applicant acknowledges that he/she has completed this application; agrees it is true; is familiar with all applicable City of Oakbrook Terrace Ordinances, Codes and Regulations; and agrees to dully comply. The applicant also agrees to maintain any required license, certificate of insurance, and surety bond in full force and effect until all of the contractor's work authorized under a building permit has been completed, inspected and final approval has been granted by the Building & Zoning Department, see attached chart for trade specific requirements.

_____ _____

Signature of Owner/Agent Date

OFFICE USE ONLY

Registration Received Date:_____ Amount Paid $_____

Check #_____ Credit/Debit Card ☐ Cash ☐

Certificate of Insurance Received ☐ Bond Received ☐ Copy of Trade License Received ☐

Registration Issued Date:_____

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CONTRACTOR REGISTRATION REQUIREMENTS

CONTRACTOR	LICENSE REQUIREMENT	CERTIFICATE OF LIABILITY INSURANCE See Page 3 for Coverage Amounts	ORIGINAL SURETY BOND REQUIREMENT See Page 2 for Details	CITY PERMIT REQUIRED TO PERFORM WORK	COMPLETE APPLICATION FOR CONTRACTOR REGISTRATION AND SUBMIT WITH REQUIRED FEE
GENERAL CONTRACTOR		✓	✓	✓	✓
CARPENTER		✓	✓	✓	✓
DEMOLITION		✓	AN ORIGINAL SURETY BOND, PLUS FOR STRUCTURES ONLY: A refundable deposit or escrow of $5,000 for residential district/$10,000 for business or commercial district ✓	✓	✓
EXCAVATOR/CONCRETE/ PAVING/MANSONRY/ASPHALT		✓	✓	✓	✓
IRON/STEEL		✓	✓	✓	✓
ROOFER	State of Illinois Roofing License	✓	✓	✓	✓
HVAC		✓	✓	✓	✓
ELECTRICIAN	City of Chicago or Approved Municipality	✓	✓	✓	✓
LOW VOLTAGE/ COMMUNICATION	Electrician Must Provide a Copy of Their City of Chicago or Approved Municipality License	✓	✓	✓	✓
PRIVATE ALARM/ PRIVATE SECURITY	State of Illinois Alarm or Security License			✓	Complete and Submit Application for Contractor Registration Only, NO Fee Required ✓
PLUMBER/ LAWN IRRIGATION	058 State of Illinois Depart of Public Health License or 060 State or Illinois Irrigation License and Letter of Intent			✓	Complete and Submit Application for Contractor Registration Only, NO Fee Required ✓
DRAIN/SEWER LAYER (EXTERIOR)	City of Chicago or State of Illinois Drain Layer's License or State of Illinois Department of Public Health 055			✓	Complete and Submit Application for Contractor Registration Only, NO Fee Required ✓
FIRE PROTECTION ALARM/SPRINKLER	State of Illinois Fire Sprinkler or Alarm License			✓	Complete and Submit Application for Contractor Registration Only, NO Fee Required ✓
ELEVATOR/LIFT	Elevator Company License	✓	✓	✓	✓
SIGNAGE		✓	✓	✓	✓
SIDING/FASCIA/ SOFFIT/GUTTERS		✓	✓	✓	✓
WINDOWS		✓	✓	✓	✓
FENCE		✓	✓	✓	✓
OFFICE FURNITURE SYSTEMS		✓		✓	✓

LICENSING, BOND AND INSURANCE REQUIREMENTS

To help ensure that contractors working within the City limits meet the standard requirements and can provide high quality service to residents and business owners, as of May 1, 2014 all contractors must obtain a City of Oakbrook Terrace Contractor Registration License on an annual basis to perform permitted work within the City, and be insured and bonded in compliance with the City ordinance (Ordinance #14-10).

THE APPLICATION WILL NOT BE ACCEPTED WITHOUT THE FOLLOWING ITEMS

The following trades are exempt from the full registration requirements. However, a Contractor Registration Application must be completed for the City's records and a building permit may be required to perform the specific work.

PERMITS ARE REQUIRED for fire alarm and fire sprinkler, lawn irrigation, plumbing work, drain/sewer, water well and pump installation, private alarm and private security systems.

PERMITS ARE NOT REQUIRED for locksmiths, registered interior designers, and residential or commercial maintenance landscapers.

ANNUAL REGISTRATION FEE: City Fiscal Year: $100.00 from May 1st through April 30th
Prorated City Fiscal Year / Half Year: $ 50.00 from November 1st through April 30th
Please make check payable to: City of Oakbrook Terrace
Visa, MasterCard and Discover accepted

BOND REQUIREMENTS:

All general and certain subcontractors are required to file with the City of Oakbrook Terrace, an **ORIGINAL** bond issued by a surety company approved and authorized to issue bonds by the State of Illinois in the principal amount of $10,000. The surety bond shall assure that the contractor's work will be completed in accordance with the requirements of the building permit and the City's code, and the bond must list the City and third-party beneficiaries as the obligees. Contractors completing stormwater work under a stormwater permit are exempt from the requirement to provide a security bond under this section. **Faxed copies are acceptable but the ORIGINAL MUST BE MAILED to the Building & Zoning Department.**

CERTIFICATE OF LIABILITY INSURANCE:

All general and certain subcontractors are required to have a liability insurance policy **naming the City of Oakbrook Terrace as the additional insured**, and providing coverage in the amount of:

1. $1,000,000 for bodily injury or death or each person
2. $1,000,000 for property damage resulting from any one accident
3. $1,000,000 for all other types of liability
4. Automobile liability for owned, non-owned and hired vehicles with a combined, single limit of $1,000,000 for personal injury and property damage for each accident
5. Workers' compensation with statutory limits
6. Employers' liability insurance with limits of not less than $500,000 per employee and per accident

The insurance policy shall contain the following endorsement:

"It is hereby understood and agreed that this policy may not be canceled nor the intention not to renew be stated until 30 days after receipt by the City, be registered mail or certified mail, return receipt request, of a written notice addressed to the City Administrator of such intent to cancel or not to renew".

The following trades are exempt from providing insurance coverage:

Fire alarm and fire sprinkler contractors, lawn irrigation companies, plumbing contractors, drain/sewer, water well and pump installation contractors, private alarm and private security companies.

CHANGE IN CONTRACTOR OR SUBCONTRACTOR(S):

It is the obligation of the owner and/or the general contractor to notify the City of Oakbrook Terrace Building & Zoning Department of any and all changes to the contractors listed on their application. The notification needs to be in writing with the following information:

- Address of job
- Name of contractor who was removed from the application
- Name of the new contractor to be listed on the application

The new contractor shall subsequently register with the City and provide the appropriate bond and licenses information.

It shall be the duty of all contractors to comply with all ordinances of the City of Oakbrook Terrace relating to the construction of buildings or other structures, and all laws or ordinances pertaining to our regulation of activities in which they are engaged. Every building contractor shall be responsible for the faithful compliance with the requirements of the code and all other City ordinances by its own employees and by every subcontractor working under its control. Failure to do so will result in a "STOP WORK" order.

PENALTY:

Any person(s) violating a provision of the city ordinance shall be fined not less than one hundred dollars ($100.00) nor more than seven hundred fifty dollars ($750.00) for each offense. Each day that a violation occurs or continues shall be deemed a separate offense.