



# CITY OF ELMHURST

209 NORTH YORK STREET  
ELMHURST, ILLINOIS 60126-2759  
(630) 530-3030

## APPLICATION FOR CONTRACTOR REGISTRATION

**\*\*Registration Certificate\*\***

**Fee: \$100.00**

(Valid for 1 year)

**\*\*PLEASE PRINT CLEARLY\*\***

Registration # \_\_\_\_\_

**\*\*All Registrations with payments must be mailed or brought into City Hall\*\***

Company Name

Email

Address

City

State

Zip

Company Phone #

Company Fax #

Owner's Name

Owner's Cell #

Contact Person

Contact Person's Cell #

### **Trade:**

- |  |                                     |   |                                     |                                 |
|--|-------------------------------------|---|-------------------------------------|---------------------------------|
| <input type="checkbox"/> General                       | <input type="checkbox"/> Carpentry  | <input type="checkbox"/> HVAC                 | <input type="checkbox"/> Window     | <input type="checkbox"/> Siding |
| <input type="checkbox"/> Roofer                        | <input type="checkbox"/> Steel      | <input type="checkbox"/> Concrete             | <input type="checkbox"/> Fire       | <input type="checkbox"/> Sewer  |
| <input type="checkbox"/> Excavator                     | <input type="checkbox"/> Demo       | <input type="checkbox"/> Mason                | <input type="checkbox"/> Electric   |                                 |
| <input type="checkbox"/> Lawn Sprinkler                | <input type="checkbox"/> Landscaper | <input type="checkbox"/> Utility Installation | <input type="checkbox"/> Insulation |                                 |
| <input type="checkbox"/> Plumber (No Registration Fee) |                                     | <input type="checkbox"/> Other: _____         |                                     |                                 |

It shall be the duty of all building contractors to comply with all ordinances of the City of Elmhurst relating to the construction of buildings or other structures, the construction of streets or sidewalk pavements, 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.

Signature of Owner/Agent

Date

*Office Use Only*

Date Issued: \_\_\_\_\_ Expires: \_\_\_\_\_

Issued by: \_\_\_\_\_

**Please make checks payable to: City of Elmhurst**



# CITY OF ELMHURST

209 NORTH YORK STREET  
ELMHURST, ILLINOIS 60126-2759  
(630) 530-3030 – Fax: (630) 530-3127  
[www.elmhurst.org](http://www.elmhurst.org)  
**Bonds email address: [bonds@elmhurst.org](mailto:bonds@elmhurst.org)**

## CONTRACTOR REQUIREMENTS (ALL CONTRACTORS TO PROVIDE SEPARATE / TRADE SPECIFIC BONDS)

**GENERAL CONTRACTOR - \$25,000 BOND**  
**ALL SUB-CONTRACTORS - \$10,000 BOND**  
**ALL CONTRACTORS NEED A CERTIFICATE OF INSURANCE**

**\*\*municipal code of ordinances 31.92\*\***

**Emailed copies of bonds & licenses are acceptable BUT the original must be mailed to the Community Development Department. Email to: [bonds@elmhurst.org](mailto:bonds@elmhurst.org)**

- 1) **ALL CONTRACTORS (EXCEPT PLUMBERS)** are required to register with the City for a fee of **\$100.00. (Registrations are valid for one year from date of registration)**
- 2) **ALL ELECTRICAL** work must be performed by a licensed and bonded electrician. The electrical license must be one which was acquired by passing a written examination offered by an approved municipality or City. Please fax or bring in a copy of electrical license.
- 3) **ALL ROOFERS** must have a State license and be bonded with the State as well as providing the \$10,000 bond to the City of Elmhurst. Please fax or bring in a copy of roofing license.
- 4) **ALL PLUMBING** must be performed by a plumber, who is bonded, licensed registered with the **STATE OF ILLINOIS DEPARTMENT OF PUBLIC HEALTH**. The plumber will need to provide the City of Elmhurst with a copy of their plumbing license and a copy of the State issued "License, Permit, Certification, Registration" certificate to show proof that they are bonded and registered with the State.

***\*\*Each plumbing job performed requires a Letter of Intent that is on company letterhead, it must be certified or have a company seal; letters should be brought into City Hall or mailed to Community Development at City Hall\*\****

**All bonds shall be valid and must remain in effect until completion of all jobs.**

**Note:** It is the obligation of the owner and/or the general contractor to notify the Community Development 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 the job
- name of the contractor who was removed from the application
- name of the new contractor to be listed on the application

Failure to do so will result in a "**Stop Work**" order.

The new contractor shall subsequently provide the appropriate bonds, licenses and registration stated above.