



# CITY OF ELMHURST

209 NORTH YORK STREET  
ELMHURST, ILLINOIS 60126-2759  
(630) 530-3030 – Fax: (630) 530-3127  
www.elmhurst.org

## APPLICATION FOR CONTRACTOR REGISTRATION

**Fee: \$100.00**  
(Valid for 1 year)

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

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"/> Sewer
<input type="checkbox"/> Roofer	<input type="checkbox"/> Steel	<input type="checkbox"/> Cement	<input type="checkbox"/> Fire
<input type="checkbox"/> Excavator	<input type="checkbox"/> Demo	<input type="checkbox"/> Mason	<input type="checkbox"/> Electric
<input type="checkbox"/> Lawn Sprinkler	<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
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<i>Office Use Only</i>	
Date Issued: _____	Expires: _____
Issued by: _____	

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



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## CONTRACTOR REQUIREMENTS

(ALL CONTRACTORS TO PROVIDE SEPARATE / TRADE SPECIFIC BONDS)

**GENERAL CONTRACTOR - \$25,000 BOND**

**ALL SUB-CONTRACTORS - \$10,000 BOND**

**Faxed copies of bonds are acceptable BUT the original must be mailed to the Community Development Department.**

- 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 for \$5,000 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 (058 #) and a copy of the State issued "License, Permit, Certification, Registration" (055#) certificate to show proof that they are bonded and registered with the State. Also a LETTER OF INTENT from the Licensed Plumber is required by the State of Illinois (225 ILCS 320/37).
- 5) **All bonds shall extend through the duration of construction and shall be continued beyond the issuance of a Certificate of Occupancy.**

**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.