



## **CONTRACTOR REQUIREMENTS**

**All trades** must complete a **Contractor Registration Application** and **pay the \$150.00 fee** (except plumbing and irrigation contractors) and/or provide the necessary signed surety bond, general liability certificate and trade license if applicable. **(See Attached Contractor Registration Application)**

A **General Contractor** is one who contracts for the construction of an entire building or project, rather than for a portion of the work.

A **Sub-Contractor** is one who is contracted for his specialized trade of work by the general contractor.

The requirements are per the Code of Ordinances for The Village of Plainfield, **Chapter 2.5, Article I. IN GENERAL, Sec. 2.5-5.** Public safety, insurance, bonds, licensing, and regulations.

**14400 Coil Plus Drive  
Plainfield, IL 60544  
Phone (815) 439-2937  
Fax (815) 609-6114**

**VILLAGE OF PLAINFIELD  
CONTRACTOR REGISTRATION APPLICATION**

DATE APPLIED: \_\_\_\_\_

**BUSINESS INFORMATION:**

NAME OF BUSINESS: \_\_\_\_\_

ADDRESS (PO BOX'S ARE NOT ACCEPTED):  
\_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

TYPE OF BUSINESS (i.e. concrete, electrical, carpentry): \_\_\_\_\_

REGISTERING AS A:        GENERAL \_\_\_\_\_        OR        SUB-CONTRACTOR \_\_\_\_\_

Name of primary contact: \_\_\_\_\_

Email: \_\_\_\_\_

Is the Contractor registration for a COMMERCIAL project? Circle one: yes or no

**24 HOUR EMERGENCY PHONE NUMBER (REQUIRED):** \_\_\_\_\_

<b>GENERAL CONTRACTORS:</b>	Are required to submit the <b>application</b> , pay <b>\$150 annual registration fee</b> , provide a <b>SIGNED, SURETY BOND</b> in the amount of <b>\$10,000.00</b> and <b>CERTIFICATE OF INSURANCE</b> for <b>General Liability</b> in the amount of <b>\$500,000.00</b> listing the Village of Plainfield as certificate holder.
<b>SUB-CONTRACTORS:</b>	Are required to submit the <b>application</b> and pay <b>\$150 annual registration fee</b> .
<b>ELECTRICAL CONTRACTORS:</b>	Are required to submit the <b>application</b> , pay <b>\$150 annual registration fee</b> , <b>CERTIFICATE OF INSURANCE</b> for <b>General Liability</b> in the amount of <b>\$500,000.00</b> listing the Village of Plainfield as certificate holder and a copy of current <b>Illinois electrical license where electric test was taken</b> .
<b>PLUMBING and IRRIGATION CONTRACTORS:</b>	Are required to submit the <b>application</b> , <b>NO FEE</b> , and provide a copy of the <b>Illinois Health Certificate</b> in the <b>business name</b> and the <b>Owner's Journeyman's card</b> or <b>Illinois Health Certificate</b> and/or <b>Irrigation certificate</b> .
<b>ROOFING/SIDING CONTRACTORS:</b>	All roofing & siding contractors who are <b>acting as Generals</b> , are required to submit the <b>application</b> , pay <b>\$150 annual registration fee</b> , provide a <b>SIGNED, SURETY BOND</b> in the amount of <b>\$10,000.00</b> and <b>CERTIFICATE OF INSURANCE</b> for <b>General Liability</b> in the amount of <b>\$500,000.00</b> listing the Village of Plainfield as certificate holder. <b>Roofers</b> must provide a current copy of <b>State of Illinois Roofing License</b> .

All contractors must submit an updated Contractor registration form yearly. A fax copy of the General Liability and signed Surety Bond is acceptable.

**Signature:** \_\_\_\_\_        **ANNUAL FEE: \$150.00** is non-refundable

-----**FOR OFFICE USE ONLY**-----

Registration No. \_\_\_\_\_

Issued By: \_\_\_\_\_

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

4/22/2010