

# THE VILLAGE OF FRANKLIN PARK

9500 Belmont Avenue · Franklin Park, Illinois 60131 (847) 671-8245, FAX # (847) 671-8790

## CONTRACTOR LICENSE REQUIREMENTS FOR ALL CONTRACTORS & SUB-CONTRACTORS:

All contractors performing work in the Village of Franklin Park are required to be Licensed , Insured & Bonded. Follow applicable codes adopted by the village. Codes Adopted: IBC 2015, NEC 2014, IL Plumbing Code, Energy, 2018

1. Complete the attached contractor license application. License fee for all contractors except for Plumbing. For a 1 year license (May 1st through April 30th). Fees are as follows \$100.00 for all Trades. General Contractor fee is \$250.00. Note to General Contractor: All Sub-Contractors must submit a letter of intent on their Company letter head to this department to be added to permits. Plumbing Contractor fee is no charge per Illinois Department of Public Health regulations. No half year licenses issued.
2. All contractors except demolition contractors are required to provide a \$10,000 license and permit bond specific to the type of work the contractor will perform. Demolition contractors are required to provide a \$50,000 bond.
3. All contractors are required to provide a certificate of liability insurance indicating that they are covered for a minimum of \$1,000,000.00 ( One Million Dollars )

The certificate holder for both the bond and liability insurance policy should be listed as:

VILLAGE OF FRANKLIN PARK  
9500 WEST BELMONT AVENUE  
FRANKLIN PARK, ILLINOIS 60131

### Additionally:

- Roofing Contractors are required to submit a copy of their State Roofing License. Roofers working on commercial, industrial and residential (With (8) eight or more units) require an unlimited roofing license.
- Sewer and Drain Contractors are required to submit a copy of their City License.
- Electrical Contractors are required to submit a copy of their certificate of registration from the City of Chicago or a neighboring town that is currently testing, with an active electrical commission, and is approved of by the Village of Franklin Park.
- Plumbing Contractors are required to provide a copy of their \$20,000 Illinois Department Of Public Health Bond or a copy of their State Of Illinois Department Of Public Health license

For questions or concerns, please contact the Village of Franklin Park Department of Inspectional Services by phone at (847) 671-8245, or by e-mail at [inspections@vofp.com](mailto:inspections@vofp.com).

THE VILLAGE OF  
**FRANKLIN PARK**

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**CONTRACTOR LICENSE APPLICATION**

Annual License Valid May 1<sup>st</sup> through April 30<sup>th</sup>

**Contractor Information:**

Business Name: \_\_\_\_\_

Contractor Type: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

e-mail address: \_\_\_\_\_

Contact Information: (Please Specify Type of Phone # Below)

1. Name: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

2. Name: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

3. Name: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

Location of Job: \_\_\_\_\_

**Insurance Information:**

**FOR OFFICE USE ONLY**

Bond: \_\_\_\_\_ Carrier: \_\_\_\_\_ Expires: \_\_\_\_\_

C O I: \$ \_\_\_\_\_ Carrier: \_\_\_\_\_ Expires: \_\_\_\_\_

State Roofing License: # \_\_\_\_\_ Expires: \_\_\_\_\_ unlmt/lmtd

Certificate of Registration: # \_\_\_\_\_ Expires: \_\_\_\_\_

Town/City where tested: \_\_\_\_\_

Plumbing License: \_\_\_\_\_ Expires: \_\_\_\_\_

PAID: \_\_\_\_\_ CHECK #: \_\_\_\_\_ AMT: \_\_\_\_\_