



**CHECKLIST FOR CONTRACTOR LICENSE**

**ALL APPLICANTS MUST REMIT THE FOLLOWING DOCUMENTS FOR PROCESSING**

- Completed application for Contractor License
- Copy of Certificate of 1,000,000 Insurance listing General Liability
- Original signed bond (if applicable, see below)
- Copy of additional required license or registration (if applicable, see below)
- Payment for the amount of \$50.00

**Fees are reduced by 50% for applications submitted after July 1<sup>st</sup> of each calendar year.  
 Door-to-Door solicitation is not permitted without the required Solicitor License.**

**LICENSE, BOND AND OTHER REQUIREMENTS**

TYPE OF CONTRACTOR	CITY LICENSE REQUIRED	BOND REQUIRED	OTHER REQUIREMENTS
Alarm Installer / Low Voltage	No	No	State of IL License
Carpenter	Yes	No	
Concrete / Asphalt / Paver	Yes	**	
Demolition / Wrecking	Yes	No	
Electrician	Yes	No	Electrical License Certificate
Excavator	Yes	**	
Fence	Yes	No	
Fire Sprinkler	No	No	State Of Il License (Fire Marshall)
General	Yes	**	
HVAC Only	Yes	No	
Irrigation	No	**	State Of Il License (060-)
Landscaping	Yes	No	
Mason	Yes	No	
Plumber	No	No	State Of Il License (055-)
Roofer	No	No	State Of Il License
Sewer Only	Yes	**	Chicago Drain Layers License
Siding	Yes	No	
Sign Installer	Yes	No	
Snow Removal	Yes	No	
Homeowner Acting As General	No	No	Letter Of Responsibility

**\*\*\$20,000 Bond is required for all jobs on City property and/or the right-of-way\*\***

**DEPARTMENT PHONE NUMBERS FOR FURTHER QUESTIONS OR CONCERNS**

- Permit Division / 847-391-5370  
 For information pertaining to food related, environmental, state and health/safety requirements
- Licensing Division / 847-391-5366  
 For information on registration requirements, license requirements and status of an application



COMMUNITY AND ECONOMIC DEVELOPMENT

1420 Miner Street
Des Plaines, IL 60016
P: 847.391.5366
W: desplaines.org

APPLICATION FOR CONTRACTOR LICENSE

COMPANY INFORMATION

Name: Phone #:
Address: Email:
City: State: Zip Code:

COMPANY REPRESENTATIVE INFORMATION

Name: Phone #:
Home Address: Unit #:
City: State: Zip Code:

TYPE OF CONTRACTOR

\$50.00 Fee / Fees are reduced by 50% for applications submitted after July 1st of each calendar year.

- ASPHALT, BRICK PAVING, CARPENTER, CONCRETE, DEMO/WRECKING, ELECTRICIAN, EXCAVATOR, FENCE, GENERAL, HVAC ONLY, LANDSCAPING, MASONRY, SEWER ONLY, SIDING, SIGN INSTALLER, SNOW REMOVAL, WINDOW/DOOR INSTALLER, MISCELLANEOUS (LIST BELOW)

ATTESTATION

I understand the issuance of this license is conditioned upon compliance with all City ordinances, results of any inspections for work completed and any subsequent inspections to be conducted while this license is in force.

If I do landscaping and/or snow removal, I understand that all materials, yard waste, snow and similar will be properly disposed of. Leaves only are to be placed 12 inches from curbside 24 hours prior to scheduled pick-up date and will not obstruct proper street drainage. Snow removal will not be deposited on any City parkway or public street.

I understand that the company and/or its representatives are not permitted to conduct door-to-door solicitation without obtaining the required Solicitor License issued by the Registration & License Division for the City of Des Plaines.

I understand if a violation occurs due to the work the company and/or its representatives have performed or occurs due to solicitation, I may be held as the responsible party and will be cited accordingly. A \$750.00 fine for each violation of the municipal code may be imposed on the company/representatives and/or a suspension of the Contractor License.

I understand that this registration/license may be suspended and/or revoked for misuse, misrepresentation and/or falsified information and will expire on December 31st of each year.

Representative Signature: Date: