



Village of Villa Park
Permitting Division
 11 W. Home Avenue Villa Park, IL. 60181
 P: 630-834-8505 Fax: 630-834-8509
 Email: permits@invillapark.com

Village of Villa Park Insurance, License and Bond Requirements			
Type of Contractor	Certificate of Insurance (See bullets below)	\$10,000 Surety Bond	License
General Contractors	Required	Required	Village of Villa Park registration Number
Excavator	Required	Required	N/A
Concrete	Required	Required	N/A
Asphalt	Required	Required	N/A
Carpenter	Required	Required	N/A
Installer	Required	Required	N/A
Brick Mason	Required	Required	N/A
Drain/Sewer Layer	Required	Required	N/A
Electrician	Required	Required	State, City or ICC License
HVAC	Required	Required	N/A
Roofer	NA	NA	State of Illinois Roofers License
Plumber	N/A	N/A	State of Illinois 055 License and Letter of Intent on Company Letterhead
Fire Alarm	NA	NA	State of Illinois Fire License
Fire Sprinkler		N/A	State of Illinois Fire License

- Village of Villa Park shall to be listed as ADDITIONAL INSURED and CERTIFICATE HOLDER.
- **Insurance Requirements:**
 - \$500,000 liability and property damage insurance limited to not less than \$100,000 for construction projects valued at less than \$25,000.
 - \$1,000,000 liability and \$1,000,000 property damage insurance (or 100% of the construction Value, whichever is greater), for construction projects valued at more than \$25,000.
 - Workman's Compensation Insurance unless self-employed.

LICENSING AND BONDING REQUIREMENTS

The below licensing and bonding requirements must be submitted before a building permit will be issued.

All Contractors (except roofers and State Licensed Plumbers) need:

- \$10,000 Surety Bond
All contractors shall execute and file a \$10,000 Surety Bond listing the Village of Villa Park. (A copy or fax is acceptable to issue the permit, but the original must be signed and mailed to the Village of Villa Park).
- Certificate of Insurance
All certificates of insurance shall name the Village of Villa Park as ADDITIONAL INSURED and CERTIFICATE HOLDER. Also, required is the "Additional Insured Endorsement Page" (typically a CG2010, CG2012 or blanket). Proof of workmen's compensation Insurance is required unless you are self-employed. If you are self-employed, please provide a letter on your letterhead stating that you are self-employed and not required to carry Workmen's Compensation.

For construction value <\$25,000:

\$500,000 public liability and \$100,000 property damage insurance

For construction value >\$25,000:

\$1,000,000 for each public liability and property damage insurance

General Contractor:

\$2,000,000 each for public liability and property damage insurance

Trade Specific Licenses:

- Plumbers shall have a valid State of Illinois 055 license and 058 license
- Electricians shall have a valid Illinois state, municipal or ICC license
- Roofers shall have a valid State of Illinois License
- All General Contractors shall be registered with the Village of Villa Park. The registration fee is \$75.

General Information:

- All commercial projects require all trades to be licensed.
- Homeowners acting as General Contractors (in most cases) must follow all General Contractor regulations.
- Homeowners doing work themselves with construction values <\$5,000 and not acting as a general, do not need to supply a bond and insurance.
- Homeowners doing work themselves with construction values >\$5,000 for room additions, major remodeling, and other similar projects, do need to supply a copy of homeowner's insurance.
- If the homeowner is performing their own plumbing, they must live in the home for at least 6 months after final inspections are approved.
- All documents may be faxed to 630-834-8509