



# CONTRACTOR'S BOND, INSURANCE AND LICENSING

Permit No. \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_

PHONE NO. \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_

GEN'L CONTRACTOR: \_\_\_\_\_

PERMIT FOR: \_\_\_\_\_

ARCHITECT: \_\_\_\_\_

Type of Contractor	Company Name, Address, City, Phone No.	Date Bond Expires	Date Insurance Expires	Date License Expires	(For Office Use Only)
ROOFER		N/A	N/A	State of Illinois License	
EXCAVATOR				N/A	
CEMENT				N/A	
CARPENTER				N/A	
INSTALLER				N/A	
BRICK MASON				N/A	
FIRE ALARM OR FIRE SPRINKLER				State of Ill. Fire Sprinkler Contractor License	
PLUMBER		N/A	N/A	State of Ill. Health Dept. 055 License plus a copy of contract or letter of intent on plumber's letterhead	
DRAIN/SEWER LAYER (EXTERIOR)				City of Chicago or State of Ill. Drain Layer's License or 055 plumbers license	
ELECTRICIAN					
HEATING				N/A	
GENERAL				\$75 Fee for Villa Park License	

**ALL ADDITIONAL INFORMATION AND REQUIREMENTS REGARDING THIS FORM ARE ON THE FOLLOWING PAGE.**

The General Contractor is responsible for collecting all the required documents prior to the permit being issued. It is your responsibility to make sure that the listed contractors keep their bond, insurance and license (if required) current until the project is complete. No inspections will be made if any of the contractor's bond, insurance or license expires at any time during the construction period.

# BOND, INSURANCE AND LICENSING REQUIREMENTS

All construction involving electricity, plumbing and roofing, exclusive of normal maintenance, requires licensed contractors.

- Plumbers must have a valid State Plumbing Contractor (055) registration and an (058) Plumbers License. They must also supply a Letter of Intent (on company letterhead and must be notarized or stamped with a corporate seal) for each job performed.
- Electrical contractors must have a valid license from an Illinois municipality. In addition, they must furnish a Certificate of Insurance (see requirements below) as well as a \$10,000 Surety Bond.
- Roofers must have a valid State registration.

The Village of Villa Park requires copies of contractor's bond, insurance and licensing (where applicable) as listed below:

## Certificate of Insurance

All Certificates of Insurance shall name the Village of Villa Park as ADDITIONAL INSURED as well as CERTIFICATE HOLDER. We also require the "Additional Insured Endorsement Page". This form is typically a CG2010, CG2012 or a blanket form. Lastly, we require a certificate showing Workmen's Compensation insurance. If you are self employed, please provide a letter on your letterhead stating that you are self employed and are not required to carry Workmen's Compensation.

### Construction Value: <\$25,000:

All contractors listed on the building permit application shall show proof of public liability insurance in the amount of \$500,000 liability and property damage insurance limited to not less than \$100,000.

### Construction Value: >\$25,000:

All contractors listed on the building permit application shall show proof of public liability insurance in the amount of \$1,000,000 and property damage insurance in the amount of \$1,000,000 or 100% of the construction value whichever is greater.

### General Contractors:

All general contractors listed on the building permit application shall show proof of public liability insurance and property damage insurance in the amount of \$2,000,000.

## Bond

All contractors shall execute and file a \$10,000 Surety Bond with the Community Development Department in the form approved by the Village of Villa Park for surety bonds. (A copy or fax is acceptable to issue the permit, but the original must be signed and mailed to Village of Villa Park).

## License

All General Contractors must be registered in the Village of Villa Park. The fee for such a registration is \$75. This registration is good for one year from the date of issue.

**Homeowners wishing to be the general contractor must be registered as a general contractor and submit all required documents.**