

NEW  RENEWAL

PERTAINING YEAR \_\_\_\_\_

**VILLAGE OF HUNTLEY**  
10987 Main Street, Huntley, IL 60142  
Phone: 847-515-5252 Fax: 847-515-5241  
**CONTRACTOR REGISTRATION APPLICATION**

Date \_\_\_\_\_ **PLEASE PRINT OR TYPE ALL INFORMATION** # of Employees \_\_\_\_\_

NAME OF BUSINESS/DBA \_\_\_\_\_  
(COMPANY NAME)

Type of or principal nature of business: \_\_\_\_\_

**BUSINESS ADDRESS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_ FAX: \_\_\_\_\_

**THE FOLLOWING INFORMATION IS MANDATORY AND MUST BE COMPLETED TO BE VALID  
PLEASE CHECK ONLY THAT WHICH IS APPLICABLE**

- SOLE OWNERSHIP       PARTNERSHIP  
 LIMITED PARTNERSHIP       CORPORATION

**OFFICE CONTACT NAME, ADDRESS & PHONE NUMBER:**

**OWNERS NAME, ADDRESS & PHONE NUMBER:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IMPORTANT: A COPY OF YOUR LIABILITY INSURANCE NEEDS TO BE SUBMITTED LISTING THE VILLAGE OF HUNTLEY AS THE CERTIFICATE HOLDER.**

**IF YOUR PROJECT ENCROACHES INTO THE RIGHT OF WAY, A SURETY BOND IS REQUIRED:**

\*BOND INFORMATION: SURETY COMPANY \_\_\_\_\_ AMOUNT OF BOND: \_\_\_\_\_ EXP. DATE \_\_\_\_\_

\*\*\*Required ONLY for any repair, service or improvement which takes place on PUBLIC PROPERTY.

**I, the undersigned, understand that the issuance of the registration certificate is conditioned upon the compliance with the Huntley Fire Protection District and the Village ordinances and the results of any inspection and/or investigation pertaining to the business conducted as declared upon this application.**

SIGNATURE OF APPLICANT: \_\_\_\_\_  
(SHALL BE SIGNED BY OWNER(S) AS LISTED ABOVE)

PRINTED SIGNATURE: \_\_\_\_\_

DATE OF SIGNATURE \_\_\_\_/\_\_\_\_/\_\_\_\_

**OFFICE USE BELOW THIS LINE**

Registration #: \_\_\_\_\_ Issuance Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Fee Paid: \$ \_\_\_\_\_ Date Paid: \_\_\_\_/\_\_\_\_/\_\_\_\_ To Whom: \_\_\_\_\_

## **CONTRACTOR REGISTRATION**

### **Insurance Requirements:**

We require a hard copy of the Certificate of Liability Insurance listing the Village of Huntley as the Certificate Holder. All Contractors registering to perform underground work shall include both the Village of Huntley and the Village's consulting Engineer, Christopher B. Burke Engineering, LTD as additional insured's. Your insurance company may fax us a copy (Fax# 847-515-5241) and then put the hard copy in the mail to us.

### **Bond:**

A \$10,000 Surety Bond is required if your work encroaches into the right of way.

### **Fees:**

The fee is \$25.00 per contractor and \$10.00 for each additional trade per contractor. **Example:** Same contractor for roofing and siding: \$35.00

Registration expires annually for the current year on December 31<sup>st</sup>.

### **Licensing:**

All Electrical, Plumbing, Irrigation, Roofing, Security and Fire contractors must provide a copy of your current license with your annual submittals.

Plumbing contractors must provide both 055 and 058 plumbing licenses. All projects need a **Letter of Intent** on Company Letterhead with the Corporate Seal. If the Company is not a Corporation, the written letter must be notarized.

### **Online Payments:**

For registration payments please go to [www.huntley.il.us](http://www.huntley.il.us)

- Select the **Business** Menu on the home the page.
- Select **Business & Contractor registration**.
- Select **Pay Your Contractor Registration Fee Online**.
- Enter your **Contractor ID** number, all required fields and click **Pay Now** to continue. Please allow 24 hours for payment processing.
- For **new registrations** please contact us at 847-515-5252 so we can create a contractor ID number for you.