

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 BUSINESS: _____

BUSINESS ADDRESS:

PHONE: _____ EMAIL: _____

**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.

*** SURETY BOND INFORMATION:**

SURETY COMPANY _____ AMOUNT OF BOND: _____ EXP. DATE _____

*****Required for any repair, service or improvement which takes place on PUBLIC PROPERTY. A surety bond must also be on file for excavators, plumbers, sewer, drain layers and any other contractor that may potentially perform work as stated above.**

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. A surety bond must also be on file for excavators, plumbers, sewer, drain layers and any other contractor that may potentially perform work as stated above.

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 31st.

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

- Select the **Business** Menu on the home the page.
- Select **Business & Contractor registration**.
- Select **Pay Your Contractor Registration Fee Online**.
- Select Contractor Registration from the drop down box.
- Enter your **Contractor ID** number, all required fields and click **Add Item and Checkout** 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.