



Village of Bartlett  
228 S. Main Street  
Bartlett, IL 60103-4495

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THE VILLAGE OF  
**BARTLETT**

**APPLICATION FOR CONTRACTOR'S LICENSE**

Business Name \_\_\_\_\_

Type of Contractor/Trade \_\_\_\_\_

Business/Mailing Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code/ +4 \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

It shall be the duty of all building contractors to comply with all ordinances of the Village of Bartlett relating to the construction of buildings or other structures, the construction of streets or sidewalk pavements, and all laws or ordinances pertaining to or regulating the activities in which they are engaged.

Every building contractor shall be responsible for the faithful compliance with the requirements of the code and all other village ordinances by its own employees and by every subcontractor working under its control.

\_\_\_\_\_  
Signature of Owner/Agent

**Fees: General Contractor \$100.00      Sub-contractor \$50.00**

**10,000 Permit Bond and Liability Insurance must be attached to this application.**

**FOR OFFICE USE ONLY**

File Number \_\_\_\_\_

Date Paid \_\_\_\_\_

Fee Due \_\_\_\_\_

Check \_\_\_\_\_ Cash \_\_\_\_\_

**CHAPTER 4. BUILDING CONTRACTOR LICENSES.**

**9-4-1 Contractor's Responsibility:** It shall be unlawful to engage in the business of construction, demolition, rehabilitation, alteration or repair of buildings or other structures, sidewalk or street pavements, **landscaping which makes changes to the topography of the property**, and the installation of electrical, plumbing, heating, ventilating, air conditioning or other mechanical systems, or any such business, in the Village of Bartlett, as a general contractor, subcontractor or otherwise, without first obtaining a building contractor's license as hereinafter provided. Any person or entity engaged in such business shall be deemed a building contractor.

**OTHER CONTRACTOR SERVICE.**

**9-4-2** It shall be the duty of building contractors to comply with all ordinances relating to the construction of buildings or other structures, the construction of streets or sidewalk pavements, and all laws or ordinances pertaining to or regulating the activities in which they are engaged.

**9-4-3** Every building contractor shall be responsible for the faithful compliance with the requirements of this Code and all other Village Ordinances by its own employees and by every subcontractor working under its control.

**9-4-4 Certificates of Insurance:** Every person and entity engaged in the business described in Section 9-4-1 of this Code submit to the Village Clerk with his, her, their or its license application a current certificate or certificates of insurance issued by a company having at least an "B+/VII" rating in The Best Insurance Guide, evidencing the following coverages in not less than the following amounts:

**A. Commercial General Liability Insurance**

\$1,000,000 each occurrence covering liability arising from premises, operations, independent contractors, products-completed operations, and personal injury.

**B. Workers' Compensation Insurance**

In the amounts and coverages required by law.

**C.** The insurance requirement of this Section 9-4-4 shall not be applicable to the plumbers who present a current State of Illinois Plumbing Contractor's License issued by the Illinois Department of Public Health to the Illinois Plumbing Licensing Law (P.A. 92-0338).

**9-4-5 License Expiration:** Every building contractor's license shall expire on the date of the expiration of its general liability insurance policy; provided, however, that no such license shall remain in effect for more than one (1) year.

**9-4-6 Fees:** Annual license fees for building contractors shall be as follows:

General Contractors	\$ 100.00
Subcontractors	\$ 50.00

Any contractor who controls three (3) or more building trades or who has a direct contract with the owner or developer (or the owner's or developer's agent) of the property proposed to be improved shall be deemed a general contractor for purposes of this Code.

**9-4-7 Homeowner's License Requirements:** The provisions of this Chapter 4 shall not require a homeowner to be licensed as a subcontractor or general contractor to construct, demolish, rehabilitate, alter or repair his/her own home, but any non-homeowner who assists the homeowner shall be so licensed. (This does not apply to new home construction permits, only to remodel/repair permits.)

- 9-4-9 Electrical Requirements:** Every electrical contractor shall submit to the Village Clerk a copy of its electrical license certified from an established commission showing an expiration date not earlier than the expiration date of the license for which it is applying.
- 9-4-10 Plumbing Requirements:** Every plumbing contractor shall submit to the Village Clerk a certified copy of its State of Illinois Plumbing Certification showing an expiration date not earlier than the expiration date of the license for which it is applying.
- 9-4-11 Roofing Requirements:** Every roofing contractor shall submit to the Village Clerk a certified copy of its State of Illinois Roofing Certificate showing an expiration date not earlier than the expiration date of the license for which it is applying.
- 9-4-12 Contractor Requirements for Permit:** All general contractors and all subcontractors on any construction, demolition, rehabilitation, alteration and repair of a building(s), or other structure(s), sidewalk, street pavement or landscape project involving any change in topography shall be licensed and insured in accordance with the requirements of this Code before a building permit can be processed and approved. In the event that a building permit is issued in error or a general contractor(s) and or subcontractor(s) license is suspended, revoked, expires or he, she or it fails to maintain at least the minimum insurance requirements under this Code, the Building Director may issue a stop work order and suspend a building permit until such time as there is compliance.
- 9-4-13 License Bond:** Every person and entity engaged in the business described in Section 9-4-1 of this Code shall submit to the Village Clerk with his, her or its contractor's license application a license bond or permit bond in the amount of \$10,000 to guaranty the contractor's compliance with the provisions of this Building Code and other applicable ordinances and regulations of the Village of Bartlett, co-signed by a surety authorized by the Illinois Department of Insurance to sell and issue sureties in the State of Illinois; provided, however, that no such license bond shall be required in the event said applicant has obtained a unified license and permit bond from DuPage, Cook and Kane Counties, in accordance with the requirements of the Contractor Unified License and Permit Bond Act (50 ILCS 830/1 et seq.), and has filed a certified copy of said unified bond with the Village Clerk. Notwithstanding the foregoing, plumbing contractors presenting a current Illinois Plumbing Contractor's License issued by the Illinois Department of Public Health pursuant to the Illinois Plumbing Licensing Law (P.A. 92-0338), shall not be required to post a License Bond with the Village.

**Suspension and/or Revocation:** The Village of Bartlett Building Director (the "Building Director") is authorized to suspend and/or revoke any building contractor's license pursuant to the following notice and hearings requirements:

**A. Suspension:**

1. The Village Building Director is hereby authorized to summarily order the cessation of business operations within the Village and the suspension of any license issued to a building contractor for a period not to exceed thirty (30) days when the continued conduct or operation of the building contractor's business constitutes a danger to public health, safety or morals.
2. Within three (3) business days after such suspension or order, the Building Director shall schedule a hearing to be held within a reasonable time for the purpose of determining whether or not such license should be revoked and/or whether such business should be permanently prohibited from continuing within the Village. Such hearing shall be conducted in accordance with Section 9-4-8, paragraph B.
3. Any person or entity whose license is suspended may, at any time, either petition in writing the Village Administrator for a hearing or make a written application to the Village Administrator requesting a hearing for reinstatement of his, her or its license. Upon receipt of the written application, the Village Administrator shall schedule a hearing to be held within five (5) days of receipt of the application. At the hearing to be held in front of the Village Administrator, the person or entity whose license is suspended may present reasons why the suspension should be terminated and the Village Administrator shall make a finding and shall sustain, modify or rescind any official suspension notice of order, considered in the hearing. A written report of the hearing decision shall be furnished by the Village Administrator to the person or entity whose license was suspended within five (5) days after the conclusion of said reinstatement hearing.

**B. Revocation:** Any contractor's license issued under this Chapter during the term of such license may be revoked by the Building Director for any of the following causes:

1. Any fraud, misrepresentation or false statement contained in the application for such license; or
2. The entry of a final, unappealable order by any court, administrative agency or hearing officer finding that the licensee, or employee or agent of the licensee:
  - a. Has been engaged in acts constituting a danger to the public health, safety or morals; or
  - b. Has violated the consumer fraud laws of the State, or any other state, or of the United States; or
  - c. Has been engaged in a business or profession in defiance of the State statute or local ordinance regulating or prohibiting the same, which includes, but is not limited to, dealing in stolen property.
3. Failure of the licensee to pay any fine, penalty or license fee owed the Village.
4. Refusal on at least two occasions by the licensee or any of its employees or agents to permit any inspection by any such person with a duly authorized code officer, enforcement officer or village employee while in the performance of their duties in making any inspection required under this or any Village ordinance.
5. Any violation by the licensee of any of the application provisions of this Chapter 9.
6. The commission by the licensee or any acts and/or omissions that would constitute a violation of any consumer fraud laws of the State of Illinois, any other State, or of the United States, including, but not limited to Section 505/2Q(c) of the Consumer Fraud and Deceptive Business Practices Act (815 ILCS 505/2Q(c)) and/or the Home Repair Fraud Act (815 ILCS 515/1 et seq.) (collectively, "Consumer Fraud Laws"); provided, however, such charges are proven by a preponderance of the evidence and that such findings are made by the Building Director following

a hearing as provided for herein, and subject to the licensee's right to appeal such findings and decisions to the Village Administrator as provided herein.

No revocation shall be effective until after the licensee has had an opportunity to have a hearing pursuant to subsection C below.

**C. Revocation Hearings:**

1. The Village Clerk shall cause to be served upon the licensee or the licensee's agent, either personally or by certified mail, return receipt requested, written notice:
  - a. That his, her or its license will be revoked effective not less than twenty (20) days after such notice is served upon said licensee or licensee's agent;
  - b. Specifying the cause for such revocation, including the nature of the violation, the section number of the Building Code or any ordinance or law he, she or it has violated, if applicable, and the date, time and place such violation occurred and/or continued; and
  - c. Informing the licensee that he, she or it has the right to a hearing before the Building Director, provided the licensee requests such hearing by written notice to the Village Clerk within fifteen (15) days after notice of revocation is served upon the licensee.
2. If the licensee does not request a hearing within fifteen (15) days after service upon the licensee or its agent of the notice provided for above in subsection A, the Building Director shall review the evidence against the licensee and the report of the enforcement official, and shall make written findings of fact and conclusions of law as to whether or not there is cause for license revocation, and shall submit such findings and conclusions within fifteen (15) days of said hearing to the licensee.
3. If the licensee requests a hearing, the license may not be revoked until the conclusion of such hearing and only upon a preponderance of the evidence and the making of findings and conclusions by the Building Director that there is cause for the license revocation. If a suspension is in place pursuant to subsection A, said suspension need not be lifted but may in fact be extended by the Building Director for a period not to exceed an additional thirty (30) days upon findings by him or her that the continued conduct or operation of the business constitutes a danger to the public health, safety and morals. At the hearing on the revocation, the enforcement officer shall present evidence of the violation or cause on the basis of which the license should be revoked and the licensee or his, her or its attorney shall have the right to examine witnesses and present evidence on behalf of the licensee. After the conclusion of the hearing, the Building Director shall make findings of fact and conclusions of law as to whether or not there is cause for license revocation and shall submit such findings and conclusions to the licensee within fifteen (15) days after the conclusion of the hearing.
4. Any person or entity whose license is revoked by the Building Director may, within thirty (30) days of receipt of notice of said revocation, either petition in writing the Village Administrator for a hearing or make a written application to the Village Administrator requesting a hearing for reinstatement of his, her or its license. Upon receipt of the written application, the Village Administrator shall schedule a hearing to be held within ten (10) days of receipt of the application. The hearing to be held in front of the Village Administrator shall be held in accordance with the provisions of subparagraph 3 above; provided, however, that the Village Administrator shall submit her findings of fact and conclusions of law within ten (10) days after the conclusion of the hearing.
5. Upon receipt of written determination by the Village Administrator following the conclusion of the hearing above, or by the Building Director and following failure of licensee to file a timely request for appeal pursuant to subparagraph 4 above, that there is cause for the revocation of the contractor's license, the Village Clerk shall revoke such license.

**PLEASE MAINTAIN THIS DOCUMENT FOR YOUR FILES**