



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

Phone: (630) 837-0800

THE VILLAGE OF  
**BARTLETT**

**APPLICATION FOR CONTRACTOR'S LICENSE**

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

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

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

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

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

Email \_\_\_\_\_

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 \_\_\_\_\_

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

## CHAPTER 4 BUILDING CONTRACTOR LICENSE

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. Any person or entity engaged in such business shall be deemed a building contractor.

It shall be the duty of building contractors and their employees to comply with this Code and all other Village 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 are engaged.

9-4-2 **License Regulations:**

**A. License Application:** A License application is required.

**B. Certificate of Insurance:** 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, 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 A.M. Best Insurance Guide", evidencing the following types of insurance coverage in not less than the following amounts of coverage:

**1. Commercial General Liability Insurance ("CGL"):** \$1,000,000 each occurrence covering liability arising from premises, operations, independent contractors, products-completed operations, and personal injury.

**2. Workers' Compensation Insurance:** In the amounts and coverage's required by law.

**C. Electrical Contractor:** Every electrical shall submit to the Village Clerk a Copy of its electrical license certified by an established commission.

**D. Plumbing Contractor:** Every plumbing contractor shall submit to the Village Clerk a copy of its State of Illinois Plumbing Certification. Plumbing contractors need to submit only their state license. No insurance, bond or fee is required in accordance with the state of Illinois.

**E. Roofing Contractor:** Every roofing contractor shall submit to the Village Clerk a copy certified copy of its State of Illinois Roofing Certificate.

**F. Homeowner Responsibility:** The provisions of the 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).

**G. Fees:** Annual license fees for building contractors shall be as follows:

General Contractors: \$100.00

Subcontractors: \$50.00

- 9-4-3 **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 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.
- 9-4-4 **License Expiration:** Every building contractor's license shall expire on the date of the expiration of its bond; provided, however, that no such license shall remain in effect for more than one (1) year.
- 9-4-6 **Contractor Requirements:** All general contractors, construction managers, prime contractors and all subcontractors on any 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 the Code before a building permit can be processed and approved. In the event that a building permit is issued in error or the license of any general contractor, construction manager, prime contractor, and/or subcontractor is suspended, revoked, expired or he/she fails to maintain at least the minimum insurance requirements under the Code, the Building Director may issue a stop work order and suspend a building permit until such time as there is compliance.