



Village of Roselle
31 South Prospect Street
Roselle, IL 60172

Attn: Permit Processor
Telephone (630) 980-2000
Facsimile (630) 980-0824

CONTRACTOR REGISTRATION APPLICATION

REGISTRATION IS REQUIRED ANNUALLY FOR ALL CONTRACTORS DESIRING TO PERFORM WORK WITHIN THE VILLAGE

Name of company _____

Type of contractor _____

Contact _____

Address _____

City _____ State _____ Zip _____

Email _____

Business phone (____) _____ Cell Phone (____) _____

Business fax (____) _____

Owner/Applicant (Print) _____

Signature _____ Date _____

NOTE: THE ORIGINAL CERTIFICATE OF INSURANCE & THE SIGNED, ORIGINAL SURETY BOND MUST BE ATTACHED TO THE APPLICATION. FAXED COPIES WILL NOT BE ACCEPTED. BOND AND INSURANCE MUST BE MADE OUT WITH THE VILLAGE OF ROSELLE AS CERTIFICATE HOLDER.

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FOR OFFICE USE:

CONTRACTOR REGISTRATION BACK-UP:

DATE: _____ INTIIALS _____

NAME OF CONTRACTOR: _____

AMOUNT PAID: _____



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Building Codes used by the Village of Roselle

- Structural (1 & 2 Family) 2006 International Residential Code
- Structural Commercial 2006 International Building Code
- Electrical 2008 National Electric Code
- Plumbing 2004 Illinois Plumbing Code
- Mechanical 2006 International Mechanical Code
- Fuel & Gas 2006 Fuel & Gas Code
- Energy Code 2006 International Energy Conservation Code
- Fire Prevention 2006 International Fire Code
- Life Safety 2006 Life Safety Code
- Property Maintenance 2006 International Property Maintenance Code

CONTRACTOR REGISTRATION REQUIREMENTS

- A. General Contractors
1. Fill out Village's Contractor Registration Application + \$75.00 Registration Fee
 2. \$25,000 Surety Bond – **ORIGINAL – NO COPIES**
 3. Certificate of Insurance with Village of Roselle as certificate holder. \$1,000,000 liability for each occurrence + workman's compensation as required by state law. Must be B+/VII rated insurer.
- B. Plumbers & Alarm Installers
1. Fill out Village's Contractor Registration Application
 2. State of Illinois License
- C. Electricians
1. Fill out Village's Contractor Registration Application + \$75.00 Registration Fee
 2. Copy of Electrical License
 3. \$10,000 Surety Bond – **ORIGINAL – NO COPIES**
 4. Certificate of Insurance with Village of Roselle as certificate holder. \$1,000,000 liability for each occurrence + workman's compensation as required by state law. Must be B+/VII rated insurer.
- D. Roofing Contractors
1. Fill out Village's Contractor Registration Application +\$75.00 Registration Fee
 2. Copy of State Roofing License
 3. \$10,000 Surety Bond – **ORIGINAL – NO COPIES**
 4. Certificate of Insurance with Village of Roselle as certificate holder. \$1,000,000 liability for each occurrence + workman's compensation as required by state law. Must be B+/VII rated insurer.
- E. All Other Contractors
1. Fill out Village's Contractor Registration Application +\$75.00 Registration Fee
 2. \$10,000 Surety Bond – **ORIGINAL – NO COPIES**
 3. Certificate of Insurance with Village of Roselle as certificate holder. \$1,000,000 liability for each occurrence + workman's compensation as required by state law. Must be B+/VII rated insurer.