

Village of Palos Park
8999 West 123rd Street
Palos Park, IL 60464
www.palospark.org



Building Department
Steven C. Manning, AICP
Community Development Director
Phone: (708) 671-3730
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For Contractor Registration Information:

Call 708-671-3733 or email
jmarks@palospark.org or jkane@palospark.org

2012 Application for CONSTRUCTION CONTRACTOR REGISTRATION

Procedures

All contracting businesses doing construction or related services such as landscaping must register annually with the Village by filling out this form and bringing in the documents listed below along with the required fee. Registration is also a pre-requisite for building permits. The registration process provides a measure of security for contracting businesses, owners, and residents of the Village. Registration can also be good advertising for contracting businesses when property owners ask the Building Department for a list of current registered contracting businesses. Codes and forms are on the Village website and at the Kaptur Center. Let the Building Department know if there are any questions. We will help. Thank you for your consideration and for building a better future for Palos Park.

Required of Electricians, Plumbers, Roofers, and Fire and Lawn Sprinkler Installers:

- Copy of current State Contractor's License or Certificate from a testing municipality

Required of all contractors:

- Name of Business: _____
- Type of Company: Corporation:___ Partnership:___ Sole Proprietor:___ Other:_____
- Type of Contracting (for example "plumbing"): _____
- Contractor's Name: (print): _____
- Business Address: _____
- City: _____ State: _____ Zip code: _____
- Office Phone: _____ Fax: _____ Cell: _____
- Email: _____@_____
- Copy of **Permit Completion Bond** in the amount of \$10,000 that has Village named as "Obligee"
- Copy of **Certificate of Insurance**, showing the following coverages:
 - General Liability - \$500,000 per occurrence – that has the Village named as "Certificate Holder"
 - Automobile Liability - \$500,000 combined single limit – on all motor vehicles owned by business
If vehicle(s) used are **NOT** owned by business, check here
 - Worker's Compensation – \$500,000 per accident – only if business has employees
If business does **NOT** have employees, check here*(Contractor to send certificate of renewal of coverages that may expire during registration period)*
- Copy of signed **Construction Conduct Acknowledgment Form** – available on Village website.
- **Payment of fee to Village: \$80** for applications received **BEFORE** July 1 or **\$40** for applications received **AFTER** July 1. (Registrations will be in effect through December 31 of registered year.)

Required of contractors with office, workshop, or storage in a residential zoned area within the Village:

- Copy of signed **Home Occupation Acknowledgment Form** – available on Village website

By my signature below, I confirm that the information I provided above is correct and accurate.

CONTRACTOR: _____ Date: _____