



CITY OF HIGHLAND PARK
DEPARTMENT OF COMMUNITY DEVELOPMENT
BUILDING DIVISION
1150 HALF DAY ROAD HIGHLAND
PARK, ILLINOIS 60035
(847) 432-0808 • FAX (847) 926-8885

August 2016

To: ALL GENERAL CONTRACTORS
Re: Licensing of General Contractors

Since 1994, it has been a requirement that all general contractors doing business in the City of Highland Park become licensed. This licensing was approved by City Council to help ensure that Highland Park residents are served by quality contractors.

Attached please find the Application for General Contractor's License. It is a requirement to list the names and addresses of the owners and partners of the business, as well as to disclose any outstanding and/or incomplete jobs or complaint violations filed in Highland Park against the company making application. Additional requirements include disclosure of felony convictions and the details of the offense, statement by the principals of the names and addresses of all of the officers and directors, and the state and date of incorporation. If the company is incorporated outside the State of Illinois, documentation of registry with the Secretary of State of Illinois to do business within the State must be provided. The completed license application, with its accompanying bond and insurance forms, must be submitted at the time the test is taken, and will be reviewed by the Building Division upon successful completion of the licensing examination. Licenses expire one year from the date of issuance. The license fee of \$100 must be paid annually, in addition to any examination fees.

Testing for general contractors is offered BY APPOINTMENT ONLY. Appointments are Monday through Friday at 8:00 a.m. and 12:00 p.m. Please allow a maximum test time of 4 hours to complete the test. The test is open-book. Testing is given at the Public Services Center, Building Division, 1150 Half Day Road, and shall be taken by the owner or co-owner of the company, or by a principal of the corporation. With benefit of license renewal (payment of annual fee) retesting is required only once every five years.

When arriving to obtain the license, have the completed application, original License and Permit Bond (incorporating the City rider,) and Certificate of Insurance (\$1 million commercial general liability with the City of Highland Park named as additional insured) and the appropriate fees. Checks should be made payable to the City of Highland Park. Additional information is available by calling the Building Division offices at (847) 432-0808.

Any Bond Submitted to the City of Highland Park Shall Include the Following:

Shall faithfully observe and fully comply with the provisions of all applicable ordinances of the City of Highland Park and shall indemnify and hold harmless the City of Highland Park and any other person who may be injured thereby against all and any loss, cost, damage or expense incurred directly or indirectly by reason of (1) failure of the principal to observe any ordinance of the City pertaining to

_____;
(2) failure of the principal to observe all rules and regulations established under the authority of any ordinances of the City pertaining to

_____;
(3) negligence of the firm or its employees performing or protecting any

_____;
(4) failure of the principal to correct any error or omission which fails to comply with the applicable ordinances of the City of Highland Park.

The paragraph above must be incorporated into the body of the bond and NOT attached. Blanks are to be filled in with appropriate firm type, i.e. General Contracting, Plumbing Contracting, Concrete Contracting, etc.

Minimum \$10,000 License/Permit Bond

CITY OF HIGHLAND PARK
DEPARTMENT OF COMMUNITY DEVELOPMENT
BUILDING DIVISION

APPLICATION FOR GENERAL CONTRACTOR'S LICENSE

Applicant Name: _____
(First) (M. I.) (Last)

Residence Address (w/City, State, ZIP): _____

Business Name: _____

Business Address (w/City, State, ZIP): _____

Email Address: _____ Office Phone: _____

Fax: _____ Cell Phone: _____

CHECK ONE: Original Application Renewal Application Fee: \$100.00

For Renewal - indicate below only that information which is different from, added to, or a change from the original application filed by the undersigned.

IF A CORPORATION - complete the following for all officers and directors

Full Name: _____ Office Held: _____
Address (w/City, State, ZIP): _____

Full Name: _____ Office Held: _____
Address (w/City, State, ZIP): _____

Full Name: _____ Office Held: _____
Address (w/City, State, ZIP): _____

Full Name: _____ Office Held: _____
Address (w/City, State, ZIP): _____

(Attach additional sheet if needed)

State Incorporated: _____ Date of Incorporation: _____

If incorporated in a state other than the State of Illinois, what is the date the corporation qualified under the Illinois Business Corporations Act, 805 ILCS 5/1.01 et seq., to transact business in Illinois?

Date: _____

(cont.)

IF A CO-PARTNERSHIP, complete the following for each person entitled to share in profits thereof:

Full Name: _____

Address (w/City, State, ZIP): _____

Full Name: _____

Address (w/City, State, ZIP): _____

Full Name: _____

Address (w/City, State, ZIP): _____

(Attach additional sheet if needed)

ALL APPLICANTS COMPLETE THIS PORTION

Does Applicant have any outstanding incomplete permits issued by the City of Highland Park?

Yes No

If Yes, complete the following:

<u>Job Address</u>	<u>Owner's Name</u>	<u>Date Permit Was Issued</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Has activity involving any permit issued by the City of Highland Park been referred to the City's prosecuting attorney for action against the applicant? Yes No

If Yes, complete the following:

<u>Job Address</u>	<u>Owner's Name</u>	<u>Date Permit Was Issued</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Has Applicant ever been convicted of a felony? Yes No

If Yes, state the nature of the offense and the punishment or penalty assessed therefore.

Felony: _____

Punishment or Penalty: _____

Please supply evidence of liability insurance and the dollar amounts of each coverage. Attach a copy of insurance policy or certificate of insurance.

Signature of the Applicant

Date

Subscribed and sworn to before me this _____

day of _____, 20____.

Notary Public _____(SEAL)

(For Office Use Only)

Date of License Examination: _____

Date Passed: _____

GENERAL CONTRACTOR'S LICENSE APPROVED:

DATE: _____

Administrative Clerk

CITY OF HIGHLAND PARK CODES

- 2009 INTERNATIONAL BUILDING CODE - PLUS H.P. AMENDMENTS
- 2009 INTERNATIONAL RESIDENTIAL CODE
- 2009 INTERNATIONAL MECHANICAL CODE
- 2009 INTERNATIONAL ENERGY CONSERVATION CODE
- 2012 ILLINOIS ENERGY CONSERVATION CODE
- 2014 ILLINOIS STATE PLUMBING CODE - PLUS H.P. AMENDMENTS
- 2005 NATIONAL ELECTRIC CODE - PLUS H.P. AMENDMENTS
- 2009 INTERNATIONAL FUEL - GAS CODE
- 2009 INTERNATIONAL PROPERTY MAINTENANCE CODE. - PLUS H.P. AMENDMENTS
- 1997 ILLINOIS ACCESSIBILITY CODE
- 2009 INTERNATIONAL FIRE CODE - PLUS H.P. AMENDMENTS
- 2009 NFPA 1 = NATIONAL FIRE CODE
- 2010 NFP A 13, 13D & 13R = FIRE SPRINKLER CODE
- 2011 NFPA 25 - STANDARDS FOR INSPECTION, TESTING AND MAINTENANCE OF WATERBASE FIRE PROTECTION SYSTEMS
- 2010 NFPA 30 - NATIONAL FLAMMABLE LIQUID CODE
- 2010 NFPA 30A - MOTOR FUEL DISEPNSING FACILITIES AND REPAIR GARAGES
- 2010 NFPA 72 EDITION == NATIONAL FIRE ALARM CODE
- 2010 NFPA 96 ED1TION == NATIONAL COMMERCIAL COOKING CODE

Highland Park Amendments are available at: <http://www.cityhpil.com>