

**VILLAGE OF TINLEY PARK
APPLICATION
CONTRACTORS LICENSE**
16250 South Oak Park Avenue
Tinley Park, IL 60477
(708)444-5100
(708)444-5199 FAX

NAME OF BUSINESS: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP _____

BUSINESS OWNER(S): _____

BUSINESS PHONE: (_____) _____

CELL PHONE: (_____) _____

FAX (_____) _____

EMAIL ADDRESS _____ *(Required)*

APPLICATION

FEES: General Contractors: \$100 per year
 Subcontractors: \$ 50 per year

NO FEE REQUIRED FOR: ELECTRIC, PLUMBING ONLY, ALARM, FIRE SPRINKLER, LAWN SPRINKLER, ROOFING

SPECIFIC TYPE OF CONTRACTOR*: _____ FEE \$ _____
(Example: masonry, drywall, general, etc)

*Sign Contractors installing electrified signs must also have a copy of the current Electrical Contractors license.

ALL CONTRACTORS MUST HAVE A \$20,000 SURETY BOND MADE OUT TO THE VILLAGE OF TINLEY PARK. (A Certificate of Liability Insurance is only required when the work is contracted by the Village of Tinley Park.)

I HEREBY DECLARE THAT THE ABOVE INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I AGREE TO COMPLY WITH ANY AND ALL VILLAGE AND STATE CODES, ORDINANCES AND LAWS NOW IN FORCE AND ANY OTHERS THAT MAY BE ENACTED DURING THE DURATION OF THE REQUESTED LICENSE/REGISTRATION. I FURTHER UNDERSTAND THAT DURING THIS LICENSING/REGISTRATION PERIOD, SHOULD ANY OF THE REQUIRED INSURANCE OR BOND DOCUMENTS EXPIRE, THAT MY LICENSE/REGISTRATION SHALL BECOME NULL AND VOID UNTIL SUCH TIME PROOF OF INSURANCE AND/OR BONDING IS ACCEPTED AND ACKNOWLEDGED BY THE VILLAGE. ADDITIONALLY, I UNDERSTAND THAT IT IS MY OBLIGATION TO SECURE A BUILDING PERMIT AND TO NOTIFY THE VILLAGE IN A TIMELY MANNER FOR ALL APPLICABLE INSPECTIONS. I AM ALSO AWARE THAT PERFORMING WORK WITHIN THE VILLAGE WITHOUT PROPER LICENSE/REGISTRATION AND/OR BUILDING PERMIT MAY RESULT IN A FINE OF UP TO \$750.00 PER DAY.

SIGNATURE: _____ Date: _____

OFFICE USE ONLY

Fee Amount Received: \$ _____

Date Received: _____

**VILLAGE OF TINLEY PARK
CONTRACTOR REGISTRATION AND BOND
REQUIREMENTS**

16250 South Oak Park Avenue
Tinley Park, IL 60477
(708)444-5100
(708)444-5199 FAX

**CONTRACTOR
REQUIREMENTS:**

All contractors doing work in the Village of Tinley Park must be licensed and bonded with the Village or State (proof of state license required) prior to starting work. Permits will not be issued unless all contractors noted on the permit are licensed and bonded.

SURETY BOND:

A General Contractor requires a \$20,000 Surety Bond made out to the Village and a Village license. Homeowners acting as the general contractor for their own single family home, and are to remain their own property, must sign a waiver and are still required to obtain a \$20,000 Surety Bond.

Carpentry, Concrete, Drywall, Excavating, Heating and Air Conditioning (HVAC), Masonry, Paving, Sewer, etc are all required to obtain a Village License and a \$20,000 Surety Bond made out to the Village.

**CERTIFICATE OF
LIABILITY**

INSURANCE:

The Village of Tinley Park **DOES NOT** require liability insurance, however, if the homeowner is the general contractor, it is suggested they obtain a copy of this insurance from each subcontractor.

ELECTRICAL

CONTRACTORS:

Electrical contractors must submit a current city Electricians license in the company name and have a \$20,000 Surety Bond made out to the Village. **NO FEE IS REQUIRED**

FIRE SPRINKLER

CONTRACTORS:

Contractors must submit a current State of Illinois license and have a \$20,000 Surety Bond made out to the Village. **NO FEE IS REQUIRED**

LAWN SPRINKLER

CONTRACTOR:

Contractors must submit a current State of Illinois 060 license to install the lines and a current State of Illinois 055 license to install the RPZ (and water meter, if applicable). Provide an itemized list and copy of all State Licensed 061 irrigation company employees that may be on site. **NO FEE OR BOND IS REQUIRED.**

PLUMBING, ALARM,

CONTRACTORS:

Contractors must submit a copy of the current State Registration. No surety bond is required. If also doing sewer work, a Tinley Park License and a \$20,000 Surety Bond is required. **NO FEE IS REQUIRED**

ROOFING

CONTRACTORS:

Roofing contractors must submit a current State of Illinois Roofing License and have a \$20,000 Surety Bond made out to the Village. **NO FEE REQUIRED**

APPLICATION

FEES:

General Contractors are \$100 per year. Subcontractors: \$50 per year. **NO FEE IS REQUIRED FOR ELECTRICAL, PLUMBING, ALARM, ROOFING AND FIRE SPRINKLER LICENSES, JUST A COPY OF CITY AND/OR STATE LICENSE IN COMPANY NAME IS REQUIRED**

CHANGING

CONTRACTORS:

If, during the course of construction, it is necessary to change contractors, you must notify the Building Department and fill out a Change of Contractor Form for our files.

SCHEDULING

INSPECTIONS:

A list of required inspections will be included in your permit packet. There is a **TWO BUSINESS DAYS NOTICE** required to schedule any inspection, with the exception of concrete, which requires only a two hour notice.

RE-INSPECTIONS:

If any re-inspections are necessary, a \$50 fee must be paid before the re-inspection will take place.