



Community Development  
1150 Half Day Rd.  
Highland Park, Illinois 60035  
847.432.0808  
[building@cityhpil.com](mailto:building@cityhpil.com)

To: ALL GENERAL CONTRACTORS

Re: Licensing of General Contractors

Effective March 1, 1994, it became 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, addresses, and birthdates 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. The initial license expiration date is at the end of the then current calendar year and can be renewed annually, and the license fee of \$100 must be paid at the initial application and annually thereafter. An additional test fee of \$100 is charged each time the test is taken.

**Testing for general contractors is offered BY APPOINTMENT ONLY. Appointments are Monday through Friday, 8:00 AM and 12PM. Please allow a maximum test time of 2 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 a 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 payable to the City of Highland Park). Additional information is available by calling the Building Division offices at (847) 432-0808.

**CONSTRUCTION HOURS**

NO CONSTRUCTION ACTIVIY IS TO BEGIN BEFORE 7:00 A.M. AND MUST CEASE BY 7:00 P.M., MONDAY THROUGH FRIDAY.

NO CONSTRUCTION ACTIVITY IS TO BEGIN BEFORE 9:00 A.M. AND MUST CEASE BY 5:00 P.M. ON SATURDAYS.

NO CONSTRUCTION ACTIVITY ON SUNDAYS AND HOLIDAYS.

**City of Highland Park**  
Community Development Department  
Building Division

**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\*\*\*

**Notice: Effective October 1, 2022**  
**All submittals on or after this date must comply**  
**with the following building codes:**

- 2018 International Building Code (IBC)
- 2018 International Residential Code (IRC)
- 2018 International Existing Building Code (IEBC)
- 2014 Illinois State Plumbing Code (IPC)
- 2017 National Electrical Code (NEC)
- 2018 International Mechanical Code (IMC)
- 2018 International Fire Code (IFC)
- 2018 International Fuel Gas Code (IFGC)
- 2018 International Property Maintenance Code (IPMC)
- 2018 International Swimming Pool and Spa Code (ISPSC)◦
- 2021 Illinois Energy Conservation Code (IECC)
- 2018 Illinois Accessibility Code (IAC)

**Codes can be viewed:**

- International Code Council (ICC): <https://codes.iccsafe.org>
- Illinois State Codes: <https://www2.illinois.gov/cdb/business/codes/>
- Local Amendments in Title XVII Building Regulations:
  - [Amendments to the Newly Adopted Building Codes](#)
  - [Amendments to the Property Maintenance and Housing Code](#)

**City of Highland Park**  
Community Development Department  
Building Division

**APPLICATION FOR GENERAL CONTRACTOR'S LICENSE**

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**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 esq., to transact business in Illinois?**

**Date:** \_\_\_\_\_

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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 before me this \_  
day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
(Seal)