



Development Services Department
10987 Main Street • Huntley, Illinois 60142 • 847-515-5252
inspections@huntley.il.us • www.huntley.il.us

CONTRACTOR REGISTRATION APPLICATION
PLEASE PRINT OR TYPE ALL INFORMATION

NAME OF BUSINESS/DBA: _____
(COMPANY NAME)

TYPE OR PRINCIPLE NATURE OF BUSINESS _____

BUSINESS ADDRESS: _____

PHONE _____ EMAIL _____

THE FOLLOWING INFORMATION IS MANDATORY AND MUST BE COMPLETED TO BE VALID
PLEASE CHECK ONLY THAT WHICH IS APPLICABLE

CORPORATION LIMITED PARTNERSHIP PARTNERSHIP SOLE OWNERSHIP

OFFICE CONTACT NAME, ADDRESS & PHONE NUMBER OWNERS NAME, ADDRESS & PHONE NUMBER:

IMPORTANT A COPY OF YOUR LIABILITY INSURANCE NEEDS TO BE SUBMITTED LISTING THE VILLAGE OF HUNTLEY AS THE CERTIFICATE HOLDER.

IMPORTANT A SURETY BOND IS NEEDED FOR PROJECTS ENCROACHING INTO THE RIGHT-OF-WAY or M.U.E AND FOR OTHER PROJECTS AS DETERMINED BY THE ENGINEER OR BUILDING OFFICAL.

I, the undersigned, understand that the issuance of the registration certificate is conditioned upon the compliance with the Huntley Fire Protection District and the Village ordinances and the results of any inspection and/or investigation pertaining to the business conducted as declared upon this application.

SIGNATURE OF APPLICANT _____ DATE OF SIGNATURE ____ / ____ / ____
(TO BE SIGNED BY OWNER(S) LISTED ABOVE)

PRINTED NAME(S) _____

OFFICE USE BELOW THIS LINE			
Registration #	_____	Issuance Date	_____
Fee Paid \$	_____	Date Paid	_____
<input type="checkbox"/> NEW <input type="checkbox"/> RENEWAL		Expiration Date	_____
		To Whom	_____
		Pertaining Year	_____

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INSURANCE REQUIREMENTS

We require a copy of the Certificate of Liability Insurance listing the Village of Huntley as the Certificate Holder. All Contractors registering to perform work requiring an engineering inspection shall also include the Village's consulting Engineer, Christopher B. Burke Engineering, LTD as additional insured. Your insurance company may email a copy to inspections@huntley.il.us or put a hard copy in the mail to us.

BOND

A \$10,000 Surety Bond is required if your work encroaches into the public right-of-way or Municipal Utility Easement (MUE). A surety bond must also be on file for excavators, plumbers, sewer, drain layers and any other contractor that may potentially perform work as stated above or as determined by the Engineer or Building Official.

FEES

Contact Development Services for fee rates.

Registration expires annually for the current year on December 31st.

LICENSING

Any trade requiring State of Illinois or local licensure must provide a copy of that license. This includes plumbers, electricians, roofers, irrigation companies, security and fire protection companies. Plumbers must provide both their 055 and 058 licenses and submit a letter of intent for each project. Electricians must supply a copy of a certification from an Approved Testing Municipality. All projects need a Letter of Intent on Company Letterhead with the Corporate Seal. If the Company is not a Corporation, the written letter must be notarized.

ONLINE PAYMENTS

For New registrations we will contact you with your new contractor ID number once your paperwork is processed.

For registration payments please go to www.huntley.il.us

- Select the "How Do I" menu at the top right on the home page.
- Select "Pay My Bill Online" link.
- Select "Pay a Business, Contractor or Food Truck License" link.
- Select "Contractor" from the "License Type" drop down menu.
- Enter your Contractor "License Number", "Renewal Number" and click Login.
- Contact Development Services for your License and Renewal numbers.

Please allow 24 hours for payment processing.