



Development Services Department  
10987 Main Street • Huntley, Illinois 60142 • 847-515-5252  
[www.huntley.il.us](http://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	_____

## CONTRACTOR REGISTRATION APPLICATION

### 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](mailto: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

The fee is \$25.00 per contractor and \$10.00 for each additional trade per contractor up to a maximum of \$45.00.

For example: Same contractor for roofing and siding: \$35.00

Registration expires annually for the current year on December 31<sup>st</sup>.

### 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](http://www.huntley.il.us)

- Select the "Business" menu at the top of the home page.
- Select "Business & Contractor Registration" tab.
- Select Pay "Your Contractor Registration Fee Online" link.
- Select "Contractor Registration" from the "Payment Category" drop down menu.
- Enter your Contractor ID number and complete all the required fields.
- Click 'Add Item and Checkout' to continue.

Please allow 24 hours for payment processing.