

**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:        \$200 per year  
                                 Subcontractors:                \$100 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.

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  
REQUIREMENTS**

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- CONTRACTOR REQUIREMENTS:** All contractors doing work in the Village of Tinley Park must be licensed 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 provide a certificate of liability insurance.
- SURETY BOND:** As of April 18, 2023, Per Ord. 2023-O-009 The Village of Tinley Park no longer requires surety bonds for contractors. However, this does not affect performance bonds on commercial projects or bond requirements for work completed in the public right of way.
- CERTIFICATE OF LIABILITY INSURANCE:** The Village of Tinley Park requires proof of liability insurance with minimum coverage requirements of \$1,000,000 per occurrence.
- ELECTRICAL CONTRACTORS:** Electrical contractors must submit a current city Electricians license in the company name. **NO FEE IS REQUIRED**
- FIRE SPRINKLER CONTRACTORS:** Contractors must submit a current State of Illinois license and have a certificate of liability insurance. **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. **Tinley Park License and certificate of liability insurance is required.**
- ROOFING CONTRACTORS:** Roofing contractors must submit a current State of Illinois Roofing License. **NO FEE REQUIRED**
- APPLICATION FEES:** General Contractors are \$200 per year. Subcontractors: \$100 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.
- RE-INSPECTIONS:** If any re-inspections are necessary, a \$100 fee must be paid before the re-inspection will take place.