



Village of Glen Ellyn
Planning & Development Department
 535 Duane Street
 Glen Ellyn, IL 60137
 Phone: 630-547-5250
 Fax: 630-547-5370
 www.glenellyn.org

Contractor Registration Application

Please completely fill in this form and select the registration term you are applying for.

Business Name:		
Business Owner:		
Address:		
City:	State:	Zip:
Business Phone:	Fax:	Email:
Associated Trade: (Electrical, Plumbing, Roofing, Elevator, HVAC, Sewer, etc.)		
Project Address: (If you have been contracted for specific project)		

SEE NEXT PAGE FOR REQUIRED SUBMITTALS & FEES

GENERAL CONTRACTOR		\$100 – 1 Year (260)		\$190 – 2 Years (262)
INDEPENDENT CONTRACTOR		\$ 50 – 1 Year (261)		\$ 95 – 2 Years (263)
ALL OTHERS LISTED ON BACK SIDE OF THIS FORM		NO FEE		

TOTAL FEE DUE

Applicant’s Statement of Compliance and Authorization

By signing below, I attest that I have the proper legal authority to submit this application on behalf of the company and that all the information is true to the best of my knowledge. The company agrees to abide by the registration, insurance and licensing requirements of the Village of Glen Ellyn and understands the penalty for not abiding by the rules may be suspension or revocation of the Glen Ellyn Contractor Registration and/or any active permits, as well as issuance of citations and assessment of fines as allowed by law. The applicant also agrees to maintain any required license, certificate of insurance or surety bond in full force and effect until all of the contractor’s work authorized under a building permit has been completed, inspected and approved by the Planning & Development Department.

Your application cannot be processed without your signature below.

CONTRACTOR: _____
 (Print Name)

SIGNATURE: _____ **DATE:** _____

Office Use Only: (Do not write in this space)

Registration #: _____

Registration Date: _____ Expiration: _____ Entered by: _____ Date Entered: _____

Registration Renewal Date: _____ Expiration: _____ Entered by: _____ Date Entered: _____

Registration Renewal Date: _____ Expiration: _____ Entered by: _____ Date Entered: _____

Village of Glen Ellyn - Contractor Registration Requirements

Contractor Type and Fee	Registration Submittal Requirements
GENERAL CONTRACTOR ANNUAL FEE = \$100.00	<ul style="list-style-type: none"> • VGE Contractor Application • Insurance Certificate – Village named as additional insured <ul style="list-style-type: none"> ○ General liability each occurrence \$500,000/each person \$100,000 ○ Property damage \$10,000 ○ Worker’s compensation as required by law (If no employees, letter on company letterhead stating no employees) • Surety Bond \$20,000
INDEPENDENT CONTRACTOR ANNUAL FEE = \$50.00	<ul style="list-style-type: none"> • VGE Contractor Application • Insurance Certificate – Village named as additional insured <ul style="list-style-type: none"> ○ General liability each occurrence \$500,000/each person \$100,000 ○ Property damage \$10,000 ○ Worker’s compensation as required by law (If no employees, letter on company letterhead stating no employees) • Surety Bond \$20,000
Boiler and Pressure Vessel NO FEE	<ul style="list-style-type: none"> • VGE Contractor Application • Illinois License
Electrical contractor NO FEE	<ul style="list-style-type: none"> • VGE Contractor Application • Illinois Municipal Electrician License • Insurance Certificate – Village named as additional insured <ul style="list-style-type: none"> ○ General liability each occurrence \$500,000/each person \$100,000 ○ Property damage \$10,000 ○ Worker’s compensation as required by law (If no employees, letter on company letterhead stating no employees) • Surety Bond \$20,000
Elevator Contractor NO FEE	<ul style="list-style-type: none"> • VGE Contractor Application • Illinois Elevator Contractor License
Fire alarm contractor NO FEE	<ul style="list-style-type: none"> • VGE Contractor Application • Illinois Fire Alarm License
Fire sprinkler contractor NO FEE	<ul style="list-style-type: none"> • VGE Contractor Application • Illinois Fire Sprinkler License
Irrigation contractor NO FEE	<ul style="list-style-type: none"> • VGE Contractor Application • Illinois Irrigation (060) or Illinois Plumbing Contractor (055) License
Plumbing contractor NO FEE	<ul style="list-style-type: none"> • VGE Contractor Application • Illinois Plumbing Contractor (055) License • Letter of Intent (For individual permits – not required for registration)
Radon contractor NO FEE	<ul style="list-style-type: none"> • VGE Contractor Application • Illinois Radon Mitigation License
Roofing contractor NO FEE	<ul style="list-style-type: none"> • VGE Contractor Application • Illinois Roofing License
Underground Storage Tank contractor NO FEE	<ul style="list-style-type: none"> • VGE Contractor Application • Illinois License (B or AB)

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