



**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.

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

**SEE NEXT PAGE FOR REQUIRED SUBMITTALS & FEES**

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

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

<b>Office Use Only: (Do not write in this space)</b>			
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
<b>GENERAL CONTRACTOR</b>  <b>ANNUAL FEE = \$100.00</b>	<ul style="list-style-type: none"> <li>• VGE Contractor Application</li> <li>• Insurance Certificate – Village named as additional insured                             <ul style="list-style-type: none"> <li>○ General liability each occurrence \$500,000/each person \$100,000</li> <li>○ Property damage \$10,000</li> <li>○ Worker’s compensation as required by law (If no employees, letter on company letterhead stating no employees)</li> </ul> </li> <li>• Surety Bond \$20,000</li> </ul>
<b>INDEPENDENT CONTRACTOR</b>  <b>ANNUAL FEE = \$50.00</b>	<ul style="list-style-type: none"> <li>• VGE Contractor Application</li> <li>• Insurance Certificate – Village named as additional insured                             <ul style="list-style-type: none"> <li>○ General liability each occurrence \$500,000/each person \$100,000</li> <li>○ Property damage \$10,000</li> <li>○ Worker’s compensation as required by law (If no employees, letter on company letterhead stating no employees)</li> </ul> </li> <li>• Surety Bond \$20,000</li> </ul>
<b>Boiler and Pressure Vessel</b> <b>NO FEE</b>	<ul style="list-style-type: none"> <li>• VGE Contractor Application</li> <li>• Illinois License</li> </ul>
<b>Electrical contractor</b> <b>NO FEE</b>	<ul style="list-style-type: none"> <li>• VGE Contractor Application</li> <li>• Illinois or IL Municipal License</li> <li>• Insurance Certificate – Village named as additional insured                             <ul style="list-style-type: none"> <li>○ General liability each occurrence \$500,000/each person \$100,000</li> <li>○ Property damage \$10,000</li> <li>○ Worker’s compensation as required by law (If no employees, letter on company letterhead stating no employees)</li> </ul> </li> <li>• Surety Bond \$20,000</li> </ul>
<b>Elevator Contractor</b> <b>NO FEE</b>	<ul style="list-style-type: none"> <li>• VGE Contractor Application</li> <li>• Illinois License</li> <li>• Insurance Certificate – Village named as additional insured                             <ul style="list-style-type: none"> <li>○ General liability each occurrence \$500,000/each person \$100,000</li> <li>○ Property damage \$10,000</li> <li>○ Worker’s compensation as required by law (If no employees, letter on company letterhead stating no employees)</li> </ul> </li> <li>• Surety Bond \$20,000</li> </ul>
<b>Fire alarm contractor</b> <b>NO FEE</b>	<ul style="list-style-type: none"> <li>• VGE Contractor Application</li> <li>• Illinois License or IL municipal electric license</li> </ul>
<b>Fire sprinkler contractor</b> <b>NO FEE</b>	<ul style="list-style-type: none"> <li>• VGE Contractor Application</li> <li>• Illinois License</li> </ul>
<b>Irrigation contractor</b> <b>NO FEE</b>	<ul style="list-style-type: none"> <li>• VGE Contractor Application</li> <li>• Illinois License (055 or 060)</li> </ul>
<b>Plumbing contractor</b> <b>NO FEE</b>	<ul style="list-style-type: none"> <li>• VGE Contractor Application</li> <li>• Illinois License (055)</li> <li>• Letter of Intent (For individual permits – not required for registration)</li> </ul>
<b>Radon contractor</b> <b>NO FEE</b>	<ul style="list-style-type: none"> <li>• VGE Contractor Application</li> <li>• Illinois License (055 or 060)</li> </ul>
<b>Roofing contractor</b> <b>NO FEE</b>	<ul style="list-style-type: none"> <li>• VGE Contractor Application</li> <li>• Illinois License</li> </ul>
<b>Underground Storage Tank contractor</b> <b>NO FEE</b>	<ul style="list-style-type: none"> <li>• VGE Contractor Application</li> <li>• Illinois License (055 or 060)</li> </ul>