

## **PROCEDURE FOR REGISTRATION OF CONTRACTORS**

All contractors must register annually to work in the unincorporated areas of DuPage County. The completed application together with a check, Certificate of Liability Insurance and a Surety Bond in the amount of \$20,000.00 may either be mailed or submitted in person (no faxed copies allowed). If the insurance certificate does not show coverage for Workers Compensation, an Affidavit must be completed, notarized and submitted with the other information. Roofing, Elevator/Lift, Fire Sprinkler, Underground Tank and Irrigation Contractors must also submit a current copy of their State of Illinois License. Plumbing contractors will need to submit a copy of their Contractors Registration from the State of Illinois Department of Public Health and a notarized letter of intent for proposed plumbing work will also be required if registering at the time a permit application is submitted.

All of this information is on the registration application. This application form is available either in person, by mail, by FAX, or on the DuPage County Department of Economic Development and Planning website @ [www.dupageco.org/edp](http://www.dupageco.org/edp).

When this information is received, it is entered in the computer under "Contractor Registration". The form includes the year, date applied, business name, name of applicant, name of owner, business address, phone number, fax number, contractor type and expiration dates for all insurance and bond information. This information is checked bi-monthly if possible. If any portion has expired a fax is sent informing the contractor that if he is not current, he will be considered NOT registered and that permits submitted with his name listed, will be delayed and possibly denied.