



APPLICATION FOR CONTRACTOR LICENSE

City of Freeport, Illinois

City Hall • 314 West Stephenson Street, Ste. 110 • Freeport, IL 61032
 Phone (815) 235-8202 • Fax (815) 599-5819 • Email: cdadmin@cityoffreeport.org

CONTRACTOR INFORMATION

Name of business (legal name): _____

Doing business as (common name): _____

Name of owner(s): _____

Business street address: _____

City/state/zip code _____

Business phone: _____ Business e-mail **(required)**: _____

Type of license (select from table on page 2): _____

REQUIRED DOCUMENTS (License will not be issued unless these documents are submitted by the applicant .)

- Insurance certificate** All contractors must submit a Certificate of Liability Insurance indicating a minimum general liability limit of at least \$1,000,000 per occurrence for bodily injury and property damage. The City of Freeport must be listed as the certificate holder.
- State licenses** Plumbers and roofers must submit proof of state licensure and expiration date of license.
- Fees** All contractors must submit the appropriate fee. See page 2 for fee amounts. Make checks payable to "City of Freeport."
- Certifications** Submit copies of any applicable certifications or other licenses, e.g. lead and asbestos certification.

REQUIRED TESTING

Electrical and HVAC contractors must pass a local test and remain current on licensing. See page 2 for additional information.

AFFIDAVIT

Statements made in this application are subject to verification. False or misleading statements may be cause for denial, revocation or suspension of this license. The undersigned certifies that he/she is authorized to act for applicant and attests to the truth of all statements made herein and on supplementary documentation attached hereto.

Printed Name: _____ **Signature:** _____

Title: _____ **Date:** _____

OFFICIAL USE ONLY			
Insurance certificate received:	Yes	No	N/A
State licensing received:	Yes	No	N/A
Fees received in correct amount:	Yes	No	N/A Amount:
Other documentation received:	Yes	No	N/A
COMPLETE APPLICATION RECEIVED:	LICENSE APPROVAL DATE:		
CONTRACTOR LICENSE #:			

INFORMATION SHEET - APPLICATION FOR CONTRACTOR LICENSE

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LICENSE TYPES AND SUMMARY OF REQUIREMENTS

License Type	Fee		Testing and Licensing Required		Comments
	Initial	Renewal	Local test	IL license	
Boiler	\$220.00	\$110.00	No	No	Non-licensed plumber
General contractor	\$220.00	\$110.00	No	No	
Electrical	\$294.00	\$147.00	Yes	No	See test info below
HVAC	\$294.00	\$147.00	Yes	No	See test info below
Plumbing	No fee	No fee	No	Yes	Exempt from boiler lic.
Roofing	\$220.00	\$110.00	No	Yes	
Signs & Misc. Contractors	\$220.00	\$110.00	No	No	

****Fee can be paid with credit card by phone or check by mail****

REQUIREMENTS-GENERAL

- All contractors** No person shall engage in work within the City of Freeport as a contractor unless that person has first obtained a contractor's license from the City.
- Insurance** All contractors must submit a Certificate of Liability Insurance indicating a minimum general liability limit of at least \$1,000,000 per occurrence for bodily injury and property damage. The City of Freeport must be listed as the certificate holder.
- Complete Applications** Contractor's licenses will not be issued until all required documents, to include application form, fees, proof of licensing and testing, and insurance certificate have been received. It remains the responsibility of the applicant to submit these documents.

REQUIREMENTS FOR SPECIFIC TYPES OF CONTRACTORS

- Electrical contractors** No person shall perform electrical work as a contractor unless he or she is, or has in his or employ, a registered supervising electrician. Registered supervising electricians must pass an examination administered by the Building Commissioner. The exam covers all phases of electrical work found in the NEC. Electrician licenses may be renewed from year to year without the exam, provided that the annual application and all supporting documentation are submitted prior to January 1. Failure to submit a complete application before this deadline will result in the need to re-test.
- HVAC contractors** HVAC contractors must pass an examination administered by the Building Commissioner. HVAC licenses may be renewed from year to year without an exam, provided that the annual application and all supporting documentation are submitted prior to January 1. Failure to submit a complete application before this deadline will result in the need to re-test.
- Plumbing and roofing contractors** Plumbers and roofers must submit proof of up-to-date state licensing.