



CITY OF HIGHLAND PARK
DEPARTMENT OF COMMUNITY DEVELOPMENT
BUILDING DIVISION
1150 HALF DAY ROAD
HIGHLAND PARK, ILLINOIS 60035
(847) 432-0808 • FAX (847) 926-8885

To: ALL GENERAL CONTRACTORS

Re: Licensing of General Contractors

Effective March 1, 1994, it became a requirement that all general contractors doing business in the City of Highland Park become licensed. This licensing was approved by City Council to help ensure that Highland Park residents are served by quality contractors.

Attached please find the Application for General Contractor's License. It is a requirement to list the names and addresses of the owners and partners of the business, as well as to disclose any outstanding and/or incomplete jobs or complaint violations filed in Highland Park against the company making application. Additional requirements include disclosure of felony convictions and the details of the offense, statement by the principals of the names, addresses, and birthdates of all of the officers and directors, and the state and date of incorporation. If the company is incorporated outside the State of Illinois, documentation of registry with the Secretary of State of Illinois to do business within the State must be provided. The completed license application, with its accompanying bond and insurance forms, must be submitted at the time the test is taken, and will be reviewed by the Building Division upon successful completion of the licensing examination. The license expiration date is one year from date of issuance, and the license fee of \$100 must be paid annually. An additional test fee of \$100 is charged each time the test is taken.

Testing for general contractors is offered upon request Monday through Friday, 8:00 AM to 2:00 PM. Please allow at least two hours to complete the test. The test is open-book, and has no time limit. Testing is given at the Public Services Center, Building Division, 1150 Half Day Road, and shall be taken by the owner or co-owner of a company, or by a principal of the corporation. With benefit of license renewal (payment of annual fee) retesting is required only once every five years.

When arriving to obtain the license, have the completed application, original License and Permit Bond (incorporating the City rider), and Certificate of Insurance (\$1 million commercial general liability with the City of Highland Park named as certificate holder), and the appropriate fees (checks should be payable to the City of Highland Park). Additional information is available by calling the Building Division offices at (847) 432-0808.

ANY BOND SUBMITTED TO THE CITY OF HIGHLAND PARK, ILLINOIS SHALL INCLUDE THE FOLLOWING:

Shall faithfully observe and fully comply with the provisions of all applicable ordinances of the City of Highland Park and shall indemnify and hold harmless the City of Highland Park and any other person who may be injured thereby against all and any loss, cost, damage or expense incurred directly or indirectly by reason of (1) failure of the principal to observe any ordinance of the City pertaining to _____ ; (2) failure of the principal to observe all rules and regulations established under the authority of any ordinances of the City pertaining to _____ ; (3) negligence of the firm or its employees performing or protecting any _____ ; (4) failure of the principal to correct any error or omission which fails to comply with the applicable ordinances of the City of Highland Park.

BUILDING & ZONING DEPARTMENT

* THE PARAGRAPH ABOVE MUST BE INCORPORATED INTO THE BODY OF THE BOND AND NOT ATTACHED. BLANKS ARE TO BE FILLED IN WITH APPROPRIATE FIRM TYPE, i.e., GENERAL CONTRACTING; PLUMBING CONTRACTING, CONCRETE CONTRACTING, ETC:

****(MINIMUM \$10,000.00 LICENSE/PERMIT BOND)****

CITY OF HIGHLAND PARK

APPLICATION FOR GENERAL CONTRACTOR'S LICENSE

Applicant's Name: _____

Applicant's Residence Address: _____

Applicant's Business Name: _____

Applicant's Business Address: _____

Office Phone _____ Pager _____

Cellular Phone _____ Fax _____

Original Application ___ Renewal ___ Application Fee: \$100.00

If renewal, indicate below only that information which is different from, added to, or a change from the original application filed by the undersigned.

Individual Corporation Copartnership

If a CORPORATION, complete the following for all officers and directors:

Name: _____ Office Held: _____

Address: _____

Social Security Number: _____ Birth Date: _____

Name: _____ Office Held: _____

Address: _____

Social Security Number: _____ Birth Date: _____

Name: _____ Office Held: _____

Address: _____

Social Security Number: _____ Birth Date: _____

Name: _____ Office Held: _____

Address: _____

Social Security Number: _____ Birth Date: _____

If additional space is required, use the reverse side hereof.

State incorporated _____ Date of incorporation _____

If incorporated in a state other than the State of Illinois, what is the date the corporation qualified under the Illinois Business Corporations Act, 805 ILCS 5/1.01 et seq., to transact business in Illinois? Date _____

If a COPARTNERSHIP, complete the following for each person entitled to share in the profits thereof:

Name: _____ Age: _____

Address: _____

Name: _____ Age: _____

Address: _____

Name: _____ Age: _____

Address: _____

If additional space is required, use the reverse side hereof.

ALL APPLICANTS COMPLETE THIS PORTION

Does Applicant have any outstanding incomplete permits issued by the City of Highland Park?
____ Yes ___ No

If so, complete the following:

<u>Job Address</u>	<u>Owner's Name</u>	<u>Date Permit Was Issued</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Has activity involving any permit issued by the City of Highland Park been referred to the City's prosecuting attorney for action against the applicant? ____ Yes ___ No

If so, complete the following:

<u>Job Address</u>	<u>Owner's Name</u>	<u>Date Permit Was Issued</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Has Applicant ever been convicted of a felony? ____ Yes ___ No
If so, state the nature of the offense and the punishment or penalty assessed therefor.

Felony: _____ Punishment or Penalty: _____

Felony: _____ Punishment or Penalty: _____

Please supply evidence of liability insurance and the dollar limits of each coverage. (Attach a copy of insurance policy or certificate of insurance.)

Signature of Applicant

Date: _____

Subscribed and sworn to before me
this ____ day of _____, 20__.

Notary Public

(FOR OFFICE USE ONLY)

Temporary License Issued:

DATE: _____

Date of License Examination:

Date Passed:

GENERAL CONTRACTOR'S LICENSE APPROVED:

DATE: _____

ADMINISTRATIVE SUPERVISOR

CITY OF HIGHLAND PARK CODES

- 2006 INTERNATIONAL BUILDING CODE – PLUS H.P. AMENDMENTS
- 2006 INTERNATIONAL RESIDENTIAL CODE
- 2000 INTERNATIONAL MECHANICAL CODE
- 2006 INTERNATIONAL ENERGY CONSERVATION CODE
- 2004 ILLINOIS ENERGY CONSERVATION CODE
- 2004 ILLINOIS STATE PLUMBING CODE – PLUS H.P. AMENDMENTS
- 2005 NATIONAL ELECTRIC CODE – PLUS H.P. AMENDMENTS
- 2000 INTERNATIONAL FUEL – GAS CODE
- 2006 INTERNATIONAL PROPERTY MAINT. – PLUS H.P. AMENDMENTS
- 1997 ILLINOIS ACCESSIBILITY CODE
- 2006 INTERNATIONAL FIRE CODE – PLUS H.P. AMENDMENTS
- 2006 NFPA 1 = NATIONAL FIRE CODE
- 2006 NFPA 101 EDITION = LIFE SAFETY CODE
- 2002 NFPA 13, 13D & 13R = FIRE SPRINKLER CODE
- 2002 NFPA 72 EDITION = NATIONAL FIRE ALARM CODE
- 2004 NFPA 96 EDITION = NATIONAL COMMERCIAL COOKING CODE
- 2003 NFPA 30 & 30A EDITION = NATIONAL FLAMMABLE LIQUID CODE

Highland Park Amendments are available at
www.cityhpl.com. Access H.P. Codes under
Government, then ordinances.
Sec 93, 94, 95, 150, 170, 171, 172