

# Village of Coal Valley

## Contractor Registration Requirement

Any person, firm or corporation doing business as a contractor in the Village of Coal Valley shall register annually with the Inspections Department. For registration you will need to have the following items – partial packets are not acceptable.

1. A Bond with the minimum amount of \$10,000 - for **all contractors**.
2. Completed Registration Form ( must be signed)
3. A Certificate of Insurance for the duration of the registration must be obtained and maintained for public liability and property damage insurance.
4. Proof of Workers Compensation Insurance or that you are an approved self-insurer of Worker's Compensation. (Proof shall either be a Certificate of Insurance from the Insurance Provider or the Certificate of Approval form the Illinois Industrial Commission) or if you are a sole proprietorship or partnership then you will not be required to provide proof of Worker's Compensation Insurance, however you must provide a notarized Sworn Statement that you have no employees.
5. The fee for registration shall be \$35 .00 and shall be valid from January 1<sup>st</sup> through December 31<sup>st</sup>.
6. Copy of Applicable License. (Roofing license is required for General Contractors if roofing is included in work performed. All Plumbing, Mechanical, Electrical contractors **must** supply a copy of their state license as part of this registration.)

Note:

- The Village **must** receive applications before the work has begun or the permit fee will be doubled. (no exceptions)
- If for any reason, the aforementioned items should lapse during that registration year you will be required to provide us current copies of your insurance, bond, or license or you will be unable to work within the Village Limits.
- Complete registration packets are required.

If you have any questions regarding your registration please call Sandy or Penny at 309-799-3604.

### Village of Coal Valley - Contractor Registration Application

Contractor Category:  General  Electrical  Mechanical  Plumbing  Roofing  
 Other \_\_\_\_\_

#### Company / Owner Information:

Business Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Email \_\_\_\_\_

Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

#### Individuals authorized to apply for permits:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

#### Please submit copies of the following so that we may retain them in our files.

Certificate of Insurance – General Liability & Workers Compensation

Bond – Minimum of \$10,000

State License – Roofing, Plumbing, Electrical & Mechanical

Signature of Applicant \_\_\_\_\_

Date: \_\_\_\_\_

**Registration Valid From January 1<sup>st</sup> to December 31<sup>st</sup>**

---

#### For Office Use Only

Date Received: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

Cash

Check # \_\_\_\_\_

Credit Card

#### Forms Attached:

Insurance  Bond

License:  Plumbing

Roofing

Electrical

Mechanical

Date Issued: \_\_\_\_\_

By: \_\_\_\_\_