



**City of North Chicago**  
Department of Economic & Community Development  
1850 Lewis Avenue  
North Chicago, IL 60064  
Phone 847-596-8650 Fax 847-596-8669



## **CONTRACTOR REGISTRATION INFORMATION PACKET**

(Revised September 2016)

To whom it may concern:

To register a contracting company to work in the City of North Chicago, **the company's principle owner must apply in person.**

All applicants must bring a certificate of liability insurance (with the City of North Chicago listed as the certificate holder), an original copy of a \$5,000 surety bond, a current contractor's license with another municipality, any necessary State licensure, a State ID or Drivers license, and the completed application. These items are further explained in the pages that follow.

**The City of North Chicago Department of Economic & Community Development does not accept documentation that is faxed, mailed, or e-mailed into our office. Therefore, these items must be brought into the office at time of application.**

Please note that the Application for Contractor Registration requires names and phone numbers of contacts from previous work done by your company. Additionally, the application must be notarized.

Persons working on the project other than the original applicant must be identified on the second page of the registration application. If the individual is an owner or employee, then workman's comp must be on the insurance certificate. "Independent" contractors can not be listed; they must file their own license, bond, and insurance information. Violation of this requirement will result in non-issuance of a permit, a stop work order, and/or fines.

All documents required for registration must be presented, or none of them will be accepted. Payment for licenses will be due after the license is processed and ready for pick up. Each license processed with the City of North Chicago will expire in one year from date of issuance. Licenses must be renewed every year before the date of expiration. For **RENEWALS ONLY** you can mail in updated insurance, bond, required licenses, and a check directly to the City of North Chicago Department of Economic & Community Development office. You must call our office before mailing in your renewal to confirm that your application is a renewal. We do not keep expired licenses for more than 2 years therefore calling in advance will confirm that your previous application is still on file. Checks and paperwork mailed to our office that is not a renewal will be mailed back. Feel free to contact the Department of Economic & Community Development with any questions.

Thank you,

Stephanie Rivera  
Permit Coordinator



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## **PERMIT APPLICATION PROCESS REQUIREMENTS**

**Homeowners and contractors requesting a permit must submit the following:**

### **Home Owners:**

- A valid driver's license, State ID, or other U.S. Government issue I.D. card. Official passports are also accepted.
- A completed Permit Application form (acquired at the Department of Economic & Community Development), which notes location and description of work, type of materials used, and job value of work being done
- Plans for interior work
- A plat of survey for exterior work (for fences, sheds, sidewalks, driveways, etc.)

### **Contractors:**

- Registration with North Chicago Department of Economic & Community Development
- A valid driver's license, State ID, or other U.S. Government issue I.D. card. Official passports are also accepted.
- A contract or job proposal signed by the property owner (including a detailed description of work being done and total job value)
- Three sets of plans for interior work or new construction (see following pages for complete details)
- A plat of survey for exterior work (see following pages for complete details)

**No application will be processed without all of the required documentation.  
Partial building permit applications will not be accepted!**

Therefore, for expedient service, please comply with the City of North Chicago Department of Economic & Community Development application process. If you have any questions, please call 847-596-8650.

### **Exterior Work**

Processing of any exterior work permit(s) will be reviewed by our Department of Economic & Community Development and will take 7 to 14 days to process. A plat of survey of the property defining area(s) of work may be required.

**Please plan ahead for all work and scheduled inspections.**



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## **CONSTRUCTION CHECKLIST**

**(New Construction and Additions)**

### **PLAN REQUIREMENTS FOR REVIEW**

#### **Commercial, Industrial, Multi-Family**

- 3 original plats of survey
- 3 site plans
- 3 sets of complete engineering plans
- 3 sets of complete building plans (title block must show correct property address and original architect seal and signature)
- 3 sets of complete sprinkler plans (with cut sheets and Hydraulic calculations if necessary)
- 3 sets of complete alarm plans (with cut sheets if applicable)
- 3 sets of complete elevator plans (with cut sheets if applicable)
- 1 soil report prior to footing approval
- NSSD Sewer Connection Permit (stamped "original" in red ink)

#### **Single Family Residential**

- 3 original plats of survey
- 3 site plans
- 3 sets of engineering plans
- 3 sets of complete building plans (title block must show correct property address and original architect seal and signature)
- 1 soil report after excavating and prior to footing approval
- NSSD Sewer Connection Permit (stamped "original" in red ink)
- 1 copy of stamped/sealed truss design and layout

#### **Accessory Structures**

##### **Detached Garages and Sheds**

- 1 original plat of survey
- 2 site plans
- 2 sets of construction plans

#### **Miscellaneous Construction**

##### **Decks, Gazebos, Porches, Pools, Fences**

- 2 copies of plat of survey
- 2 sets of site plans
- 2 sets of construction plans

##### **Fire Repairs**

- 2 sets of detailed description of the work / or
- 2 sets of complete building plans

**All architectural plans shall be required to have an architect stamp in order to obtain a building permit. Also, all contractors/sub-contractors working in the City of North Chicago must be registered with the Department of Economic & Community Development.**



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## CODE REFERENCES

**The City Council has adopted the following as an official Code references for the City of North Chicago, with an effective date of January 1, 2009.**

- a. International Building Code (IBC) 2006
- b. International Mechanical Code (IMC) 2006
- c. International Property Maintenance Code (IPMC) 2006
- d. International Residential Code (IRC) 2006
- e. National Electrical Code (NEC) 2005
- f. International Fire Code (IFC) 2006
- g. International Fuel Gas Code (IFGC) 2006
- h. Illinois Department of Public Health Plumbing Code (current edition)  
**The use of CPVC for hot and cold water as an alternative to copper, in single family homes, was also approved by City Council.**  
**Commercial and multi-dwelling buildings are still restricted to copper only.**

Construction/renovations started prior to January 1, 2009 will be inspected under the current reference Codes.

Plans submitted for review for construction/renovation to begin after January 1, 2009 will be reviewed under the adopted codes.

### **Building Inspections**

**There are no same day inspections.**

Please plan ahead to schedule any interim or final inspections. It is recommended that Contractor or Owner performing work is present for any inspections.



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## **CONTRACTOR REGISTRATION REQUIREMENTS**

### **FOR ALL CONTRACTORS:**

#### **Insurance Requirements**

A current certificate of insurance must be provided to the City of North Chicago Department of Economic & Community Development at the time of application for contractor registration.

Insurance certificates must include the following:

- Comprehensive general liability with minimum bodily injury limits of **\$100,000/300,000**.
- Property Damage Policy with minimum limits of **\$100,000 / \$300,000**
- Certificate of insurance classification sufficient to cover building projects for which permit(s) will be requested
- Workman's Comp for owner and employing workers
- **City of North Chicago must be named as the insurance certificate holder**

#### **Bond Requirements**

A current surety bond in the amount of **\$5,000** is required for any work being done by a contractor in the City of North Chicago. **The Department of Economic & Community Development will only accept original bonds for contractor registration.**

#### **Photo I.D.**

All contractors and employees performing work will be required to provide copies of valid driver's license or U.S. government or state issued photo I.D. Official passports are also accepted.

### **ADDITIONAL REQUIREMENTS FOR SPECIFIC KINDS OF CONTRACTORS:**

#### **Illinois Roofing Requirements**

In order to be registered with the City of North Chicago, all roofers must be licensed with the State of Illinois. You must submit a copy of your current state license with this application.

#### **Electricians**

Electric contractor registration will be approved if the applicant possesses a current electrical license from another Illinois jurisdiction. Electricians installing fire alarms and burglar alarms need to be licensed by the State of Illinois. You must submit a copy of your current electrical and/or State license with this application.

#### **HVAC**

EPA certification is required. HVAC contractors doing their own electrical work must show a class B electrical license. You must submit a copy of your certification and/or license with this application.

**YOU MUST SUBMIT A COPY OF THE REQUIRED DOCUMENTS WITH THIS APPLICATION. COPIES WILL NOT BE ACCEPTED VIA FAX, MAIL, OR EMAIL.**



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**APPLICATION FOR NEW CONTRACTOR REGISTRATION**

**(This form must be submitted in person. It will not be accepted via fax, mail, or email)**

Company Name (Contractor) \_\_\_\_\_  
 Business Address \_\_\_\_\_  
 Business Telephone \_\_\_\_\_ Business Fax \_\_\_\_\_  
 Mobile Phone \_\_\_\_\_ Email \_\_\_\_\_  
 Principal/Owner Name \_\_\_\_\_ Title \_\_\_\_\_  
 Principal/Owner Home Address \_\_\_\_\_

**TYPE OF LICENSE:**

**GENERAL (\$100):**

General\_\_\_ HVAC\_\_\_ Other (Specify) \_\_\_\_\_

\*Electric and Plumbing Contractors have no fees.

**SPECIALTY (\$60):**

Carpentry\_\_\_ Landscape\_\_\_ Masonry\_\_\_ Painting\_\_\_ Site Work\_\_\_ Plaster/Drywall\_\_\_  
 Fencing\_\_\_ Metal Work\_\_\_ Siding\_\_\_ Roofing\_\_\_ Waste Products\_\_\_ Signs\_\_\_  
 Blacktop/Cement \_\_\_ Other (Specify) \_\_\_\_\_

**REFERENCES:**

Please list 3 previous contacts that can serve as references to your quality of work (preferably in Lake County):

1. Customer Name \_\_\_\_\_ Phone # \_\_\_\_\_  
 Location \_\_\_\_\_ Type of Job \_\_\_\_\_
2. Customer Name \_\_\_\_\_ Phone # \_\_\_\_\_  
 Location \_\_\_\_\_ Type of Job \_\_\_\_\_
3. Customer Name \_\_\_\_\_ Phone # \_\_\_\_\_  
 Location \_\_\_\_\_ Type of Job \_\_\_\_\_



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**REPRESENTATIVE AGENTS AND SUPERVISORS:**

Please list the names of representative agents and supervisors working on behalf of you and/or your company.

1. **Owner Name** \_\_\_\_\_ Title \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_  
 Home Address \_\_\_\_\_  
 Work Address \_\_\_\_\_  
 Years of employment in Trade/Company \_\_\_\_\_  
 Nature of work \_\_\_\_\_

2. **Employee Name** \_\_\_\_\_ Title \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_  
 Home Address \_\_\_\_\_  
 Years of employment in Trade/Company \_\_\_\_\_  
 Nature of work \_\_\_\_\_

3. **Employee Name** \_\_\_\_\_ Title \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_  
 Home Address \_\_\_\_\_  
 Years of employment in Trade/Company \_\_\_\_\_  
 Nature of work \_\_\_\_\_

I certify that all the above statements made herein and documents attached hereto are true to the best of my knowledge:

Signature of representative \_\_\_\_\_ Date \_\_\_\_\_

Subscribed and sworn to before me, \_\_\_\_\_ a notary public in and for the County of Lake, in the state of Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
 Notary Public