



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 February 2024)

To whom it may concern:

To register a contracting company to work in the City of North Chicago, all applicants must produce a certificate of liability insurance (with the City of North Chicago listed as the certificate holder), an original copy of a signed \$5,000 surety bond, a current contractor's license with another municipality, any necessary State license, and the completed application.

Please note that the Application for Contractor Registration requires names and phone numbers of contacts from previous work done by your company.

Anyone 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 cannot 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.

We do not accept incomplete applications. 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 one year from date of issuance. Licenses must be renewed every year before the date of expiration. For **RENEWALS ONLY** you will not be required to complete a new application however you will still need to update your documentation such as your updated insurance, bond, and required licenses. You must call our office before mailing/ emailing 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 to confirm that your previous application is still on file.

Applications can be hand delivered, mailed, or emailed to permits@northchicago.org.

Feel free to contact the Department of Economic & Community Development with any questions.

Thank you,

Stephanie Rivera
Office Manager



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PERMIT APPLICATION PROCESS REQUIREMENTS

Homeowners and contractors requesting a permit must submit the following:

Homeowners:

- A completed Permit Application form detailing location and description of work, type of materials used, and job value of work being completed
- Plans for interior work
- Plat of survey for exterior work (for fences, sheds, sidewalks, driveways, etc.)
- Self-Permit Statement

Contractors:

- Registration with North Chicago Department of Economic & Community Development
- A contract or job proposal signed by the property owner (including a detailed description of work being done and total job value)
- Plans for interior work or new construction (see following pages for details)
- A plat of survey for exterior work (see following pages for 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.

Processing Times

Currently, we do not issue over-the-counter permits.

Processing of any interior or exterior work permit(s) requiring plan or zoning review will be reviewed by our plan review consultants and the Department of Economic & Community Development and will take approximately 10-14 business days to process. This is an estimate and could take longer depending on the volume of applications.

Processing simple permit requests such as roof repairs, siding, minor electrical, plumbing and HVAC takes approximately 3-5 business days. This is an estimate and could take longer depending on the volume of applications.

Complete permit applications and drawings can be emailed to permits@northchicago.org



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CONSTRUCTION CHECKLIST **(New Construction)**

PLAN REQUIREMENTS FOR REVIEW

Commercial, Industrial, Multi-Family

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

Single Family Residential

Plat of survey
Complete engineering plans
Complete building plans (title block must show correct property address and original architect seal and signature)
Soil report after excavating and prior to footing approval
NSSD Sewer Connection Permit (stamped "original" in red ink)
Copy of stamped/sealed truss design and layout

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 reference 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 the 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 accordingly when scheduling any rough or final inspections. It is required that the Contractor performing the work is present for any inspections. Any failed or no-show inspections will be charged a \$50.00 re-inspection fee. Stamped and approved plans are required to be printed and on site. Failure to have plans on site is an automatic failure of inspection and you will be charged a re-inspection fee.



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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.

ADDITIONAL REQUIREMENTS FOR SPECIFIC KINDS OF CONTRACTORS:

Illinois Roofing Requirements

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.



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APPLICATION FOR NEW CONTRACTOR REGISTRATION

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 employees that are allowed to apply for permits on behalf of you and/or your company.

1. **Employee Name** _____ **Title** _____
Phone _____ Email _____
Years of employment in Trade/Company _____
Nature of work _____

2. **Employee Name** _____ **Title** _____
Phone _____ Email _____
Years of employment in Trade/Company _____
Nature of work _____

3. **Employee Name** _____ **Title** _____
Phone _____ Email _____
Years of employment in Trade/Company _____
Nature of work _____

Signature of representative _____ Date _____