

Contractor Registration Application/Renewal Form

City of Prophetstown

339 Washington St. Prophetstown, IL 61277
 Telephone (815) 537-5598 or (815) 537-5214
 E-Mail: ppwdirector14@gmail.com

For Office Use Only

Illinois Unemployment Account _____
#: Contractor Registration #: _____
Check #: _____

All "construction" contractors doing business in Illinois who make more than \$2,000 a year must be registered with the State of Illinois and must be registered with the City of Prophetstown.

"Construction" is defined very broadly to include not only typical "construction" work, but also companies or individuals who perform electrical, plumbing, roofing, or house painting work, as well as installation of landscaping, windows, cable, elevators, and many other activities. You must renew your registration **every year**.

You may be eligible for a waiver of the **\$50 registration fee** as outlined on page 2. If a contractor does business under more than one name, each name must be individually registered.

Contractor Registration Application/Renewal Form Instructions

(all fields must be completed)

To complete your application, you must submit these items to the above address:

- ✓ Signed and completed new application/renewal form (pages 1 and 2)
- ✓ **\$50 registration fee** (check or money order) payable to: City of Prophetstown
- ✓ Workers' compensation and general liability certificates of insurance.
- ✓ Once all required documents have been submitted, your application may take up to 30 days to process. **You are not registered until a contractor registration number is issued.**

Application Type: New Renewal

Contractor Registration number: _____

1. Type of organization (choose one):

Individual Ownership Corporation Partnership Other (i.e. LLC) _____

2. Federal ID # (FEIN): _____

3. Illinois UI Account Number: _____

To obtain a number, visit www.ides.illinois.gov

4. Corporate/LLC Name: _____

5. Business or DBA: _____

6. Mailing Address		City	State	Zip Code	County
Business Address		City	State	Zip Code	County
Business Telephone#		Alternate Telephone#	Fax#		
7. List Names of Owner, Partners, Members or Corporate Officers		Social Security #	Resident Address		

****Continued on back – signature REQUIRED****

Nature of Business in Illinois (Must show both business activities & detailed description)

8. Primary Business Activity Performed in Illinois
9. Physical Location where Work is Performed in Illinois (include city and county)
10. Banking/Financial Institution Name: _____ <input type="checkbox"/> Checking <input type="checkbox"/> Savings Address: _____ City: _____ State: _____ Zip Code: _____ Phone Number: _____
11. Check one box and enclose required insurance forms <input type="checkbox"/> Insured: Enclosed is a Workers' Compensation and General liability Insurance Certificates. <input type="checkbox"/> Self-insured: Enclosed is a copy of a Certificate of Relief. <input type="checkbox"/> No employees/Workers' Compensation form not required
12. I certify that the information in this application is true and correct to the best of my knowledge. I further certify that the company listed on this form is in compliance with the workers' compensation laws of the State of Illinois. Name of Person Completing Form (Print or Type): _____ Company Name: _____ E-mail address of Company or Individual (Print or Type): _____ Signature of Person Completing Form: _____ Date Signed: _____

Notice Regarding Repair Work

No person, firm, partnership or corporation shall install, supervise, maintain or repair any work for which a permit is required by this code unless such person, firm, association, partnership, corporation or contractor holds a current City contractors permit.

Reporting

We would encourage our local contractors to notify the Prophetstown Police Department if they suspect that out of town contractors are performing work without being properly registered by calling (815) 537-5598.

• Ordinance No. 805 Violations and Penalties

Sec 8-1. Any person who violates a provision of this chapter shall be guilty of a Class B misdemeanor and upon conviction thereof subject to fines set forth in section 1-15. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

Sec. 8-3. a) *New Construction*. No building permit for any building or any structural operations shall be issued before and application has been made therefor and a fee as provided in the city fee schedule paid for each building permit or copy thereof.

b) *Alterations of existing structures*. No building permit for any building or any structural alteration shall be issued before an application has been made therefor. A fee as provided in the city fee schedule shall be charged for each permit.

Application Approved by _____ Registration # _____ Date _____