

APPLICATION FOR CONTRACTOR LICENSE



Terry R. Wells, Mayor

- 1. TYPE or Print legibly in black ink only
2. Review the checklist attached
3. Sign and Date the Application
4. Attach Proof of Insurance & Bond (Including for renewals), Affidavits and Payment
5. Mail or Present application:
Village of Phoenix- Contractor License
633 East 151st Street
Phoenix, IL 60426

NOTE: Failure to provide all requested supporting documentation will delay the processing of our application. Separate sheets may be attached if additional space is necessary to provide required information.

Description of work and services the applicant will provide (include all services including certifications):

Please check the appropriate License Classification. (Check ONLY ONE):

- GENERAL CONTRACTOR is subject to no limitations as to the value of any single contract project. License Fee is \$75 annually.
Carpenter, Electrician, HVAC, Roofer Contractor-limited to scope of profession. License Fee \$75 annually
SUB-CONTRACTOR is not entitled to engage in any single contract project without a Village licensed General Contractor. License Fee is \$75 annually. INCLUDE GENERAL CONTRACTOR LICENSE NUMBER:
PLUMBER CONTRACTOR-must be licensed by the Illinois Department of Public Health (Must provide License). Fee is \$25.00

Check Appropriate box for your type of business structure:

- Individual/Sole Proprietor Individual doing business under an assumed name
Partnership Corporation Limited Liability Company

SECTION 1: APPLICATION INFORMATION

If the Applicant is a Corporation or Limited Liability Company*

Legal Corporation Name:
Principal Office Address: City: State Zip:
Business Phone:
Emergency Phone: E-Mail (Required):
Local Office, if different from Principal Office: City: State Zip:
Taxpayer Identification Number:
State of Incorporation:
Date Incorporated:

**Attach additional sheet(s) listing the name, residence address, residence telephone number of all corporate officers and registered agents; attach General Contractor's License Affidavit for each (1) officers, director, manager, managing member or member of any entity seeking or holding a general contractor's license; or (2) owns, directly or indirectly through one or more intermediate ownership entities, 25% or more of the interest in the license or applicant. (Attach a copy of the assumed name certificate issued by the County Clerk if applicable.) Proceed to Section 2.*

If the Applicant is an individual/Sole Proprietor or Individual doing business under an assumed name DBA**

Business Name: _____

Business Address: _____ City: _____ State: _____ Zip: _____

Business Phone Number: _____ E-mail Address (required): _____

***Attach completed General Contractor's License Affidavit for each (1) officer, director, manager, or member of any entity seeking or holding a general contractor's license; or (2) owns, directly or indirectly through one or more intermediate ownership, 25% or more of the interest in the licensee or applicant, listing the name, residence address, residence telephone number. (Attach a copy of the assumed name certificate issued by the County Clerk if applicable.) Proceed to Section 2.*

If the Applicant is a Partnership:***

Business Name: _____

Principal Office Address: _____

Business Phone Number: _____

Emergency Phone Number: _____

E-mail Address (required): _____

Local Office if different from principal office: _____

****Attach additional sheet(s) listing the name, residence address, residence telephone numbers of all partners. Attach General Contractor's License Affidavit for (1) partner, general partner, limited partner, managers, managing member or member of any entity seeking or holding a general contractor's license; or (2) owns, directly or indirectly through one or more intermediate ownership, 25% or more of the interest in the licensee or applicant. (Attach a copy of the assumed name certificate issued by the County Clerk if applicable.) Proceed to Section 2.*

SECTION 2: INDIVIDUAL INFORMATION OF OWNERS

**In the area provided below please list individually the applicant and all required members of appropriate business structure, (See above.)*

Name: _____
Last Name First Name MI

Title: _____

Driver's License #: _____ State Issued: _____

Residence Address: _____ City: _____ St.: _____ Zip: _____

Contact Phone Number: _____ E-mail Address: _____

Name: _____
Last Name First Name MI

Title: _____

Driver's License #: _____ State Issued: _____

Residence Address: _____ City: _____ St.: _____ Zip: _____

Contact Phone Number: _____ E-mail Address: _____

Name: _____
Last Name First Name MI

Title: _____

Driver's License #: _____ State Issued: _____

Residence Address: _____ City: _____ St.: _____ Zip: _____

Contact Phone Number: _____ E-mail Address: _____

IF ADDITIONAL OWNERS PLEASE ADD A SEPARATE SHEET WITH THE SAME INFORMATION

SECTION 3: PREVIOUS BUSINESS ADDRESS

List all past business addresses from which the applicant has engaged in contracting business in the last five (5) years:

SECTION 4: PROOF OF INSURANCE

Proof of Insurance is required, include a copy of your Certificate of Insurance naming the Village of Phoenix as an additional insured Provide the following information:

Name of Insurance Company: _____

Address: _____

Phone Number of Agent: _____

Insurance Certificate Number or Policy Number: _____

Date Issued: _____ Expiration Date: _____

SIGNATURE CERTIFICATION

Any change in any of the facts stated in this application shall be reported to the Village of Phoenix within 14 days of the effective date of such change. Failure to comply with this requirement is grounds for license revocation. Mail any changes to:

VILLAGE OF PHOENIX
ATTN: CONTRACTOR LICENSE
633 East 151st Street
Phoenix, IL 60426

I, _____, as applicant (or otherwise as agent of the applicant) certify that the statement in this application are true. I understand that any false or inaccurate information contained in this license application may result in revocation of the license in addition to any other penalties provided by law. False statements made within this application also may violate federal, state and/or local law, and may subject any person making such a statement to a range of civil and criminal penalties, such as a period of incarceration, fines, and an award to the Village of Phoenix of up to three times any damages incurred. In addition, persons who submit false information are subject to denial of the requested Villge action. All licenses expire on April 30th each year.

Signature of Applicant

Date



REQUIREMENTS OF CONTRACTORS

In addition to the licensing fee, each contractor as stated below must provide the following:

Electrical and Roofing Contractors: Must provide a copy of the State License and a copy of State ID or Drivers License

Plumbing Contractors: Must provide State of Illinois Department of Public Health License, no fee is required, however, a letter of intent is required.

Fire Protection/Alarm Company: Copy of State Licenses is required.

Lawn Sprinkler Contractor: Copy of State License is required.

INSURANCE & BONDING MINIMUM REQUIREMENTS

Sec. 18-244. — Proof of Insurance Required.

- (a) All persons or entities doing business as contractors or general contractors shall file a certificate of insurance with the village prior to the issuance of a contractor's license. The certificate of insurance must be on an Insurance Service Organization (ISO) form or other form acceptable to the village in its sole opinion and must provide that written notice of cancellation of the policy will be given to the village at least 30 days before such cancellation is effective.
- (b) The certificate of insurance shall also indicate that the contractor or general contractor maintains the following insurance protection in the following minimum amounts:
 - (1) Comprehensive automobile liability in the sum of \$500,000.00 bodily injury per person, \$1,000,000.00 bodily injury per accident, \$500,000.00 property damage each occurrence and \$1,000,000.00 bodily injury and property damage combined each occurrence
 - (2) Worker's compensation in the statutory limits with the employer's liability in the sum of \$500,000.00 bodily injury per person
 - (3) Comprehensive general liability in the sum of \$1,000,000.00 bodily injury each occurrence, \$1,000,000.00 bodily injury aggregate, \$500,000.00 property damage per occurrence and \$1,000,000.00 property damage aggregate.

Sec. 18-242a. — License Required.

It shall be unlawful to engage in business as a building contractor without first having obtained a license therefore.

- (1) Prior to being issued a license, or upon annual renewal, each contractor who contracts to do work within the village limits shall post with the Village a surety bond in the amount of ten thousand dollars (\$10,000.00) or otherwise specified to indemnify and hold harmless the Village against loss, costs, damage, judgement or liability of any kind whatsoever which the Village may suffer or which may accrue against or be charged to the village or any of its officials arising out of or resulting from the conduct or operation of such business or the doings or failure to do any act in the connection herewith, in addition to any required license and permit fees.
- (2) Any person violating this section shall be penalized by a fine of not less than two hundred fifty dollars (\$250.00) nor more than seven hundred fifty dollars (\$750.00), each day any violation shall continue it shall constitute a separate offense.

The Certificate of Insurance and Surety Bond must state that the notice will be sent to:

Village of Phoenix
Contractor Licensing
633 East 151st Street
Phoenix, IL 60426

YOU ARE REQUIRED TO LIST THE VILLAGE OF PHOENIX AS AN ADDITIONAL INSURED

YOU MUST PROVIDE A NEW INSURANCE CERTIFICATE 14 DAYS BEFORE YOUR INSURANCE IS SET TO EXPIRE AND AT TIME OF RENEWAL.

CHECKLIST FOR CONTRACTOR APPLICANTS

Each license application (new or renewal) must provide the information listed below:

The Class of License for which the application is being made

Be sure to describe the type of work and services (including certifications) you will provide

Emails where the applicant wishes to receive notifications

If the applicant is doing business in Illinois under an assumed name, a copy of the assumed name certificate by County Clerk

Proof of Insurance and \$10,000 Surety Bond is required by Section 82-77 of the Village of Phoenix Municipal Code (including for renewals)

Include your license fee

Photo identification must be provided:

For an individual, the applicant's driver's license or other state-issued ID bearing the applicant's photograph, as well as a driver's license or other state-issued ID's bearing the photograph of anyone who either signed the application and/or anyone who signed the supporting affidavit (if different from the applicant, himself.)

For a general partnership, the driver's license or other state issued ID bearing the photograph of the partner primarily responsible for day to day management decisions for the partnership, and the driver's license or other state-issued ID bearing the photograph of anyone who signed the application and/or anyone who signed the supporting affidavit (if different from the other two individuals.)

For a limited partnership, the driver's licenses or other state-issued ID's bearing the photograph of the managing partners, and the driver's licenses or other state-issued ID's bearing the photograph of anyone who signed the application and/or anyone who signed the supporting affidavit (if different from the other two individuals.)

For a limited liability corporation, the driver's license or other state-issued ID bearing the photograph ID of the managing member and the driver's licenses or other state-issued ID's bearing the photograph of anyone who either signed the application and/or anyone who signed the supporting affidavit (if different from the other individuals.)

For a corporation, the driver's license or other state-issued ID bearing the photograph of the corporation's president **or that of the local manager or the local director** and the driver's license or other state-issued ID bearing the photograph of anyone who either signed the application and/or anyone who signed the supporting affidavit.

The application must be completed in full and all attachments must be included with check payable to the Village of Phoenix

**Village of Phoenix
Contractor License
633 East 151st Street
Phoenix, IL 60426**

**Any questions call
708-331-2636**

1. Incomplete Application will be returned to the applicant
2. Completed application will be approved within 10 business days of receipt
3. Once application is approved it will be mailed to your business address within 10 business days.

CONTRACTOR'S LICENSE AFFIDAVIT

This affidavit is required for all Contractor's license applicaitons.

Under the penalty of perjury, I the Undersigned, warrant that:

1. I am authorized to execute this affidavit on behalf of the applicant.
2. Each controlling person of the applicant is at least 18years of age.
3. The applicant and each controlling person of the applicant are financially solvent.
4. All information, certifications and statements contained in the attached license application are ture, accurate and complete as of the date furnished to the Village. Information pertaining to the qualifications of each controlling person has been obtained on an individual basis from each controlling person.
5. a) Neither the applicant nor any controlling person has ever been convicted, is in custody, is under parole or under any other non-custodial supervision resulting from a conviction in a court of any jurisdiction for the commission of a felony or criminal offense of whatever degree involving bribery; or

b) if so, the details surrounding each conviction are provided in a separate attachment submitted with this affidavit.
6. Neither the applicant nor any controlling person is currently under indictment or has been charged under any State or Federal law with the crime of bribery.
7. I, _____, as applicant (or otherwise as agent of the applicant) certify that the statements in this application are true. I understand that any false or inaccurate information contained in this license application may result in revocation of the license in addition to any other penalties provided by law. False statements made within this application also may violate federal, state and/or local law, and may subject any person making such a statement to a range of civil and criminal penalties, such as a period of incarceration, fines, and an award to the Village of Phoenix of up to three times any damages incurred. In addition, persons who submit false information are subject to denial of the requested Village action.

PRINT APPLICANT NAME

Title/Position in Business Entity

Applicant's Signature

Name Business Entity

Date

The term "controlling person" means any person who (1) is an officer, director, partner, general partner, limited partner, manager, managing member or member of any entity seeking or holding a general contractor's license; or (2) owns, directly or indirectly through one or more intermediate ownership entities, 25% or more of the interest in the licensee or applicant, as applicable.