



# City of Freeport

November 14, 2011

To: City of Freeport License Holders

From: Shelly Griswold, Community Development Director

Re: **2012 City of Freeport Licensing**

Attached you will find an application for renewal of your City of Freeport contractor registration. Please return your completed application, along with any required attachments and the renewal fee to the City of Freeport Community Development Department. **All licenses expire on December 31, 2011.** In order to keep your file active and in compliance, you will need to return your paperwork and renewal fee **no later than December 31, 2011.** **Please note that the renewal fee increases once your registration with the City has lapsed.**

The federal law, effective October 1, 2010, requires contractors who perform renovation, repairs, and painting jobs in pre-1978 housing and child-occupied facilities to be certified and to use lead-safe work practices. Information is available at the following EPA websites:

<http://www.epa.gov/lead/pubs/firmapp.pdf>

<http://www.epa.gov/lead/pubs/trainingproviders.htm>

<http://www.epa.gov/lead/pubs/renovation.htm#contractors>

## **REMEMBER TO INCLUDE THE FOLLOWING ITEMS:**

**In order to process your application we need a complete packet.**

- Complete both pages of the application and signature
- Affidavit of Exemption (if you are exempt from IL Workers Compensation coverage law)
- Certificate of Liability Insurance
- Copy of any state licenses (i.e., Roofing, Plumbing(2))
- EPA Lead Certificate
- Check for renewal
  - General Contractor, Roofing and Signs \$110
  - Electric, HVAC and Boiler\* \$147 \*(non-licensed plumber)
  - Plumbing No Fee

### **NOTE:**

- Beginning in 2012 we will no longer provide a licensing certificate. Your 2012 license number, contact information, any additional licensing information and your insurance will all be placed into our database. Your license number will be available upon request.
- **Please be advised that City Hall will be relocating its offices. We will be located at 524 W. Stephenson Street, Third Floor. We will be closed on November 24<sup>th</sup> and 25<sup>th</sup> for the Thanksgiving holiday and closed November 28<sup>th</sup>, 29<sup>th</sup> and 30<sup>th</sup> to prepare our new location. We will be open at our new location on Thursday, December 1<sup>st</sup>. Please plan ahead in order to obtain your building permits.**

Community Development Department  
City Hall Building  
230 W. Stephenson Street - Freeport, Illinois 61032  
Phone (815) 235-8221 \* Fax (815) 599-5819



# City of Freeport

Community Development Department \* 230 W. Stephenson Street - Freeport, Illinois 61032  
(815) 235-8221 \* Fax (815) 235-8874

## 2012 CITY OF FREEPORT LICENSE APPLICATION

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

Business Name \_\_\_\_\_  
(Name must match as it indicates on Certificate of Insurance)

Business Address \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Business Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email: \_\_\_\_\_

Applicant does business as:  Sole Proprietor  Partnership  Corporation  
License applying for:  General Contractor (incl. Signs)  General Contractor & Roofing  
 Electrical  Plumbing  HVAC  Boiler

**If the applicant is a sole proprietor, name the sole proprietor; if a partnership, name all members of the partnership; if a corporation, name the president, vice-president, secretary, treasurer and registered agent.**

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

Home Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

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

Home Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

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

Home Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Has any person listed under "personnel of Applicant" or "Company Contact" ever been denied a contractor's license, or had a license or certificate suspended or revoked?  Yes  No  
Have any complaints been filed against you or officers of your business?  Yes  No  
Are there any liens or judgments on file in Illinois against your business?  Yes  No

### OTHER LICENSES AND CERTIFICATIONS

Please list all licenses and certifications presently held (federal, state, and local). Include items such as state roofing, plumbing, electrical licenses, and lead and asbestos certifications. **Attach a photo copy of each license or certification.**

License: \_\_\_\_\_ License Holder Name: \_\_\_\_\_ Exp Date \_\_\_\_\_

License: \_\_\_\_\_ License Holder Name: \_\_\_\_\_ Exp Date \_\_\_\_\_

### BUILDING DEPARTMENT USE

License No. \_\_\_\_\_ Date: \_\_\_\_\_ Check No. \_\_\_\_\_ Amt. \_\_\_\_\_

**NOTICES:**

Statements made in this application are subject to verification. False or misleading statements may be cause for denial of this application, or, if license is granted, for suspension or revocation thereof upon discovery.

Licenses are issued by authority of the City of Freeport Building Code. Issuance of License is conditioned upon continued compliance with City Ordinances and the results of any inspections of any premises where work will be done, or any subsequent inspections while this License is in force.

This application must be accompanied by the required insurance certifications and license fees. Make checks payable to:

City of Freeport  
Community Development Department  
230 W. Stephenson Street  
Freeport, IL 61032

The undersigned certifies that he/she is authorized to act for applicant and attests to the truth of all statements made herein and on supplementary documentation attached hereto.

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

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

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

**FEE SCHEDULE**

License	FEE		TESTING	REQUIRED		EXPIRATION
	Initial Application	Renewal	Freeport	ILLINOIS State Licensing	Certificate of Insurance *	License Expiration Date
General Contractor	\$220.00	\$110.00	No	No	Yes	Dec 31 ea. Year
General Contractor & Roofing	\$220.00	\$110.00	No	Yes	Yes	Dec 31 ea. Year
Electric	\$294.00	\$147.00	Yes	No	Yes	Dec 31 ea. Year
Plumbing	No Fee	No Fee	No	Yes (2) **	Yes	Dec 31 ea. Year
HVAC	\$294.00	\$147.00	Yes	No	Yes	Dec 31 ea. Year
Signs	\$220.00	\$110.00	No	No	Yes	Dec 31 ea. Year
Boiler (Non-licensed plumber) ***	\$147.00	\$147.00	No	No	Yes	Dec 31 ea. Year

**IMPORTANT****Insurance Requirement**

- The City of Freeport requires that you obtain liability insurance. **The minimum aggregate limits each, for general and products liability is \$1,000,000. You may also satisfy this minimum by a combination \$1,000,000 minimum aggregate in general liability and excess liability. In addition, workers compensation insurance is required, unless you agree to sign a legal waiver swearing that you are exempt from the Illinois Workers Compensation laws (form is included).**
- The insurance requirement is a continuing requirement for licensure. If your insurance is cancelled, lapsed, or expired, or is otherwise invalid, your license will be cancelled, and you will be unable to perform contracting work or receive building permits in the City of Freeport until you apply for, and receive, another license.
- The City of Freeport must be named as a "Certificate Holder" for your insurance, which will ensure that we are notified in the event of change, lapse, or cancellation or expiration.

**Plumbers**

- Plumbers **must have** a contractor's license and a plumbing license issued by the State of Illinois.

**Boiler**

- License Plumbers are exempt for Boiler Licensing, **applies only for non-license plumbers** (See Section 1428.08)

