

VILLAGE OF BUFFALO GROVE



Department of Community Development

50 Raupp Boulevard, Buffalo Grove, IL 60089

Phone: 847-459-2530 | permits@vbg.org

Forms, project guidelines & permit portal: www.vbg.org/permits

CONTRACTOR REGISTRATION APPLICATION

Please TYPE or PRINT clearly and complete ALL portions of the application

Business Legal Name _____

Doing Business As (Common Name) _____

Name of Owner(s) _____

Business Address (PO Box not acceptable) _____

City / State / Zip Code _____

Business Phone _____ Business Email _____

TYPE OF CONTRACTOR (mark those which apply)

- | | | | |
|-----------------------------------|----------------------------------|---|------------------------------|
| ☐ General | ☐ Demolition | ☐ Fire Suppression* | ☐ Radon* |
| ☐ Alarm* | ☐ Electric | ☐ Irrigation* | ☐ Roof* |
| ☐ Asphalt | ☐ Elevator* | ☐ Low Voltage | ☐ Sewer |
| ☐ Brick Paver | ☐ Excavator | ☐ Mason | ☐ Sign |
| ☐ Carpenter | ☐ Fence | ☐ Mechanical | ☐ Solar |
| ☐ Cement | | ☐ Plumbing* | ☐ Other: |

* State licensed contractor

The registration year runs January 1st through December 31st. All contractor registrations expire on December 31st. Contractor registrations are non-transferable & non-refundable.

REQUIRED LICENSES:

- The following State licensed contractors must provide a copy of the current State of Illinois license: Alarm, Elevator, Fire Suppression, Irrigation, Plumbing, Radon, and Roof. There is no registration fee for state licensed contractors.
- Plumbing: Plumbing contractors must provide a copy of their current State of Illinois (058-) or City of Chicago license and their State of Illinois Plumbing Contractor Registration (055-).
- Electrical: Electrical contractors must provide a copy of their current electrical registration/license. The Village honors registrations of any Illinois municipalities that require a written exam prior to the issuance of the license/registration.
- Solar: Solar contractors must provide a copy of the Illinois Commerce Commission's Certificate of Service Authority authorizing it to operate as an Installer of Distributed Generation Facilities for solar energy.

REGISTRATION FEES:

- All contractors (with the exception of those who hold State of Illinois licenses) are required to pay an annual Contractor Registration fee of **\$75** per trade.
- Accepted payment methods are cash, check, or credit card (except AmEx); however, there is an additional processing fee for credit card payments. Payments are not accepted over the phone.

SUBMISSION:

- You can submit your registration form and licenses to permits@vbg.org and request an invoice to pay online; **or** registration form, licenses, and check can be mailed to or dropped off at: Village of Buffalo Grove, Attn: Community Development, 50 Raupp Blvd, Buffalo Grove, IL 60089

AFFIDAVIT

The undersigned shall indemnify and hold harmless the Village, its officers, employees, and agents from any and all claims, lawsuits, actions, costs, and fees (including attorney fees and expenses) of every nature or description, arising from, growing out of, or connected with the work or because of any act or omission, neglect, or misconduct of the undersigned, its officers, employees, agents, its subcontractor(s), and/or anyone for whose acts they may be liable. This obligation is binding on the undersigned without regard to whether or not such claim, damage, loss, or expense is caused in part by the act, omission, or negligence of the Village or its officers, employees, or agents. This shall not constitute a waiver by the Village of any right, privilege, or defense available to the Village under law including the Illinois Tort Immunity Act.

Signature of Owner _____ Date _____

Print Name _____