

CITY OF GALENA, ILLINOIS

101 Green Street • P.O. Box 310 • Galena, Illinois 61036



TO: All Contractors

FROM: Jonathan Miller
Building Official

Samantha Hoftender
Building Secretary

RE: Contractor Registration

- The City of Galena requires all contractors (excluding plumbers, painters, and floor installers) working within the City Limits to register with the Building Department *annually*. **Registrations run concurrent with the city's fiscal year, May 1 - April 30.**
- **Contractor registration expires on April 30 of each year.**
- A *Contractor* is defined in the City Codes and Ordinances as *a person or company, used or hired by another to perform work to which payment, in any form is made.* Section 150.04 (B) of the City Code states that any contractor covered by a permit shall be insured and registered with the City.
- A complete registration form includes: **1) the \$100.00 fee; 2) current liability insurance certificate of \$500,000 or more.**
Excavating Contractors: CITY SURETY License and permit Bond.
- It is the **sole responsibility** of the contractor and the contractor's insurance agent to provide these current certificates to the City of Galena Building Department. **No permits shall be issued to contractors whose liability insurance certificate is not on file with our office.** Expired insurance constitutes an invalid registration.
- **If you currently hold permits, you must renew your registration. You will not be allowed to work after May 1, 2026 on an ongoing and permitted project unless your registration is up to date.**
- **Roofing Contractors** are required to be licensed by the State of Illinois and must provide the City of Galena, Building Department, with a current copy of the Illinois Roofing License to be kept on file at City Hall. Permits shall not be issued to contractors whose current Illinois license is not on file with our office.
- **Complete fully** the attached Contractor's Registration Application and return with your **\$100.00** Registration Fee, liability insurance (and roofing license, if appropriate) to:

City of Galena
PO Box 310
Galena, IL 61036
ATTN : Samantha Hoftender

- Your contractor registration will be mailed upon receipt of all the above items from Samantha Hoftender.
- For your convenience many forms are available online at www.cityofgalena.org. The appropriate forms are located under the "FORMS" link, and then located under the Building Department forms.



CITY OF GALENA

CONTRACTOR REGISTRATION APPLICATION

PLEASE COMPLETELY FILL OUT THIS FORM

INCOMPLETE FORMS WILL NOT BE PROCESSED

CONTRACTOR'S NAME: _____

COMPANY NAME (D/B/A): _____

MAILING ADDRESS: _____

CITY, STATE, ZIP CODE: _____

CELL #: _____ FAX#: _____ PHONE #: _____

EMAIL: _____

NATURE OF YOUR BUSINESS (Electrical, HVAC, General Construction, Excavation, etc.)

LICENSE NUMBERS ISSUED BY THE **STATE OF ILLINOIS****:

ROOFING # (if applicable): 104 - _____

Please include a copy

Please include a copy

LIABILITY INSURANCE COMPANY: _____

YOUR INSURANCE AGENCY NAME: _____

YOUR INSURANCE AGENTS NAME: _____

ADDRESS OF YOUR AGENT: _____

CITY, STATE, ZIP CODE: _____

PHONE NUMBER OF AGENT: _____ POLICY EXPIRATION DATE: _____

With my signature below, I certify that the information above is true and correct. Attached is my registration fee of **\$100.00** and a **Copy of my CERTIFICATE OF LIABILITY INSURANCE** in the amount of \$500,000 minimum.

****If applicable, please send a copy of your State of Illinois ROOFING LICENSE.**

EXCAVATING CONTRACTORS, WORKING IN THE RIGHT OF WAY, WILL NEED A SURETY BOND.

Signature