

Community Development Department

8999 West 123rd Street

Palos Park, IL 60464

Phone: 708-671-3730

Fax: 708-448-9542

Email: permits@palospark.org

Web: www.palospark.org



2026 CONTRACTOR REGISTRATION APPLICATION

- Name of Business: _____
- Owner's Name: _____
- Type of Work (i.g. Electrical, HVAC, Plumber, Roofer etc.) _____
- Business Address: _____
- City: _____ State: _____ Zip code: _____
- Office Phone: _____ Fax: _____ Cell: _____
- Email: _____
- Project Address: _____

ALL CONTRACTORS:

- ☐ Full Year Registration Fee: \$100.00 will be in effect through **December 31, 2026**.

Note: After September 1, 2026 - December 31, 2026 a partial fee of \$55.00 will be in effect.

Call (708)671-3700 to pay with a credit card - 3.25% fee for all card transactions. Minimum \$2.95

- ☐ Certificate of Liability Insurance, General Comprehensive Liability - \$300,000 per occurrence with the Village as "Certificate Holder".

- ☐ Signed Construction Conduct Acknowledgment Form (attached or reverse)

Electricians: Provide a current copy of your Certification from an Approved Testing Municipality.

Asbestos, Roofing, Elevator, and Fire Sprinkler Contractors: Provide a current copy of your State License.

Plumbers, Irrigation, Water Well and Private Alarm Contractors: Provide a current copy of your State License.

and are exempt from registration fee.

Contractors must keep all application information, licenses and insurance up to date – failure to do so shall void the registration. *Per. Village Code 804.17: Registration fees shall be doubled in the event the contractor is required to apply for a registration as a result of having been caught working in the Village without valid registration. Contractors working in the Village with no registration, or a voided or expired registration, shall subject the contractor to stop work orders and fines, as well as any other Code Enforcement options available to the Village.*

- ☐ Home Occupation Acknowledgment Form is required if your office, workshop, or storage facility is located within a residentially zoned area of Palos Park. This form is available online or at Village Hall front desk.

By my signature below, I confirm that the information I provided above is correct and accurate.

SIGNATURE: _____ DATE: _____

NOTE: ADDITIONAL SIGNATURE REQUIRED ON THE NEXT PAGE.

Codes and Forms are available online at www.palospark.org and in-person at the Community Development Dept. If you require additional information regarding Contractor Registration, please call 708-671-3733.

PLEASE EMAIL COMPLETED FORMS TO: permits@palospark.org (11.19.25)

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CONSTRUCTION CONDUCT ACKNOWLEDGEMENT FORM

We all have a role in protecting, maintaining, and improving our environment. **Construction Conduct** means being a good neighbor. Village Code Chapters 1460, 652, and 480 defines appropriate conduct on construction sites. Please review codes on-line or get a copy at the Kaptur Center. The goal is to keep undesirable impacts to a minimum. Respect for neighbors, safety, and cleanliness will lead to a successful construction project.

Requirements:

1. **Contractors** work hours are Monday through Friday 7AM – 8PM or dusk if earlier and Saturday 7AM – 5PM or dusk if earlier and not on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. **Homeowners** may do construction Monday – Saturday 7AM – 9PM or dusk if earlier and Sundays and Holidays 10AM – 6PM or dusk if earlier.
2. Conduct standards include:

Keep site and equipment safe	Clean mud off streets
Do not store dirt, materials, or containers on parkway	No burning
No trespass on neighbors' land or driveways	Do not obstruct traffic
Put waste in containers and haul away when full	Keep noise to a minimum
Do not compromise protection fences	
Do not park off-site unless pre-approved in writing by the Village	
Restrain silt, gravel, trash, refuse and other items from being washed, blown, carried or otherwise conveyed off of the site.	
3. For larger jobs, such as new buildings and additions, a Conduct Plan is required to be submitted with a permit application: identify the disturbance area on the site plan along with locations for access, excavation spoils, material stockpiles, dumpster, toilet, 6' high chain link protection fence, concrete truck washout area, parking, and notice letters to the neighbors. Samples of a plan and letter are in the Code. The Village will post a sign on these large construction sites summarizing the Conduct Standards.

By my signature below,

I acknowledge that I have read this form on Construction Conduct form, understand the terms and conditions contained therein, and voluntarily agree to be bound thereby in regard to any work that is performed by me or my company within the boundaries of the Village of Palos Park. In regard to any violation of the terms and conditions of this Construction Conduct form by me or my company, I and my company agree to indemnify and hold harmless the Village of Palos Park, and its officers, agents and employees with respect to any claim or loss, including, but not limited to, attorney's fees, costs and expenses of litigation, claims, and judgments in connection with any and all claims for damages of any kind to the extent they arise, either directly or indirectly, out of my acts or omissions, or the acts or omissions of my company, or any of its officers, agents or employees, within the Village of Palos Park or in relation to any work being performed in the Village of Palos Park.

Company Name: _____

Signature: _____

Date: _____

Print Name: _____

Phone: _____

Address: _____