



CITY OF COUNTRYSIDE  
 803 Joliet Road, Countryside, Illinois 60525  
 Office (708) 354-1860, Fax (708) 354-9445  
 APPLICATION FOR CONTRACTOR'S LICENSE



Your Petitioner (Company Name) \_\_\_\_\_

Respectfully petitions you to grant permission to operate \_\_\_\_\_

*List Your Trade Here* ↑ Registration for what project address?

in CITY OF COUNTRYSIDE, in the County of Cook, in the State of Illinois \_\_\_\_\_, Countryside, Il 60525

Your petitioner is ready and willing and does hereby agree to operate the aforesaid place of business in accordance with the police regulations and ordinances the City of Countryside now in force and any others that may be enacted during the duration of this license.

I hereby certify that I have the legal authority to make this application, and all information provided in this application and any other information provided by me in support of this application, is true, complete and accurate to the best of my knowledge. I have read, do understand, and shall comply with all applicable terms and conditions required for this application.

Applicant Signature: \_\_\_\_\_ Today's Date \_\_\_\_\_  
Type Electronic Signature Here >

Printed Name: \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

(PO Box are not accepted – Full Address, City State and Zip)

**Special Notation: All Contractor Registrations Expire Yearly on December 31st**

*PLEASE NOTE:*

**SUBMIT ALL REQUIRED DOCUMENTS (see page 2) TO THE BUILDING DEPARTMENT  
 INCOMPLETE SUBMITTALS WILL BE SENT BACK TO THE APPLICANT.**

**E-Mail all required documents along with the completed Application form to:  
 building@countryside-il.org**

*Once your application is processed, you will be sent a link to pay for your registration. Once the registrations is paid for, you will be e-mailed a copy of your Contractor's Registration*

# CONTRACTOR REQUIREMENTS

\* **Note:** Annual License fees reflect NEW fee structure effective January 1, 2021 per adopted ordinance 20-41-0 for 3-1-13 of the Municipal Code.

Contractor Type	Countryside Requirements	Annual License *	After July 1 *	Original Surety Bond	COI *30 day Notice*	
<b>Plumber – 055 &amp; 058</b> Lawn sprinkler – review upon submittal Fire sprinkler – review upon submittal Fire alarm – review upon submittal Burglar alarm – 127 & electrical <b>Roofer – 104 &amp; 105</b>	Contractors who are required to be licensed by the state of Illinois shall provide the following:	IL state license *COI – (insurance) Copy of State License Copy of letter of intent State license ID verification required	<del>\$0.00</del>  No money required* State license ID verification required	<del>\$0.00</del>  Bond Not Required*	Copy of insurance provided to state (showing current coverage)	
<b>Demolition</b>		Demolition *(knocking down a building)	\$100.00	\$50.00	40,000 .00	\$1,000,000 .00
<b>Electricians</b> Tested and licensed by an Illinois municipality	Copy of license where tested	Electrician a copy of the valid municipal license	<del>0.00</del> No money required*	<del>0.00</del>	20,000 .00	1,000,000 .00
<b>Example: Fence Erector, Carpenter, Hvac, Asphalt Concrete, Brick Mason General Contractor, Landscape, Window/Door – Gutter – Siding Installers</b>		Contractor All contractors that are required to Pull or are added to permits must provide the following →	\$100.00	\$50.00	20,000 .00	1,000,000 .00
Swing set installer, Painting, Floor covering, Landscape maintenance, Gutter cleaning, Window washing, Rubbish removal and Snow plowing are typical examples of work allowed under the Limited Contractor License.		Limited Contractor	\$100.00	\$50.00	0.00	1,000,000 .00

**License Required:** In addition to the license requirement, a bond and evidence of public liability insurance is required.

**Term of License, Proration of Fee:** All such licenses shall be due on January 1 of each year and shall expire on December 31 following the date of issuance; and when issued after July 1, the fee to be paid shall be one-half (1/2) of fifty dollars. **Fees and Fines for Violations of the City Building Codes: Work started without a permit:** For any and all work which is started without first obtaining the proper or required permits, the following fees shall be assessed: One and Two Family Residential properties shall be assessed a fine (in addition to the regular permit fee) of an amount equal to two times the permit fee or \$150.00 whichever is greater. Commercial, Industrial and Multi-Family properties shall be assessed a fine (in addition to the regular permit fee) of an amount equal to two times the permit fee or \$250.00 whichever is greater. Any person or company in violation of this section a two or more times shall be issued a citation to appear before the City of Countryside Adjudications where a fine up to \$750.00 per day may be ordered. **Suspension of License:** In addition to other remedies permitted by this code including, but not limited to, citation and prosecution, the building official may suspend the license of a contractor for up to sixty (60) days. **Licenses may be suspended due to:** Factual errors, discrepancies, or falsification on license application, insurance, bond, building permit or construction documents. Probable cause to believe that work performed by this contractor is not, or will not be compliant with the adopted codes, ordinances, and regulations of the city of Countryside, as evidenced by investigation, inspection, and/or previous convictions within the past three (3) years for violations of applicable codes, ordinances, or regulations within the city of Countryside.

**Revocation of License:** Licenses not reinstated within sixty (60) days of suspension shall be revoked. No revoked license shall be reissued within one year of the suspension date. Any license revoked more than once within a three (3) year period shall not be reissued within three (3) years of the latest suspension date.

**\*FAX, EMAIL COPIES OF BONDS ARE NOT ACCEPTED**

**\* LIABILITY INSURANCE - CITY OF COUNTRYSIDE AS "CERTIFICATE HOLDER"**

**\*AND 30 DAY WRITTEN NOTICE OF CANCELLATION ON COI**