

# APPLICATION FOR ANNUAL CONTRACTOR REGISTRATION



**VILLAGE OF  
WILLOW SPRINGS**

OFFICE OF THE PRESIDENT AND BOARD OF TRUSTEES  
ONE VILLAGE CIRCLE  
WILLOW SPRINGS, IL. 60480

Year of Request: \_\_\_\_\_

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

## BUSINESS INFORMATION

## OWNER INFORMATION

Name:	Name:
Address:	Address:
City, State, Zip	City, State, Zip
Telephone: (    )	Telephone: (    )
FAX#:	FAX#:

Contractor

Type:     Asphalt     Electrical     Fencing     Landscaping     General

Machinery     Masonry     Plumbing     Roofing     Other \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**PLUMBERS ONLY:** Enclose a copy of your current State of Illinois Plumbing License # \_\_\_\_\_

**ROOFERS ONLY:** Enclose a copy of your current State of Illinois Roofing License Certificate# \_\_\_\_\_

**SUBMIT THE FOLLOWING:**

1. Surety Bond in the amount of \$10,000
2. Certificate of Insurance, General Liability---\$1,000,000
3. Proof of Workers Compensation Insurance---\$500,000
4. (a) Plumbers and Irrigation Contractors – completed application and State Certification (no fee required)  
 (b) Roofers – completed application, copy of State Roofers License Certificate and the Registration Fee of \$100  
 (c) All other contractors – the completed application form and the Registration Fee of \$100

- NOTE: It is the contractor's responsibility to provide updates when the bond or insurance expire during the calendar year of this registration. Failure to do so will result in the lapsing of your Willow Springs registration
- Notify the Building Department of changes in the above information during the calendar year of this registration. Your registration is valid for the calendar year only.

NOTE: Failure to comply with Chapter 4, Section 1-3 or any other misrepresentations or classification of this application may result in penalties as described in Chapter 4, Section 1-4-1 of the Willow Springs Municipal Code.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

FOR OFFICE USE ONLY

Fee\$: \_\_\_\_\_ Date Rec'd: \_\_\_\_\_ Rec'd by: \_\_\_\_\_ Date Iss'd: \_\_\_\_\_ Receipt # \_\_\_\_\_