

**Village of Morton Grove**

**Department of Building and Inspectional Services  
6101 Capulina Ave., Morton Grove, IL 60053  
Direct Telephone 847/ 470-5214 Direct Fax 847/ 663-6185**

**CONTRACTORS BUSINESS LICENSE APPLICATION**

**FOR OFFICE USE**

LICENSE # \_\_\_\_\_

DATE ISSUED \_\_\_\_/\_\_\_\_/\_\_\_\_

**FEE \$100.00**

**PLEASE CIRCLE ONE:**

- ELECTRICAL**
- FIRE ALARM**
- FIRE SPRINKLER**
- GENERAL**
- HVAC**
- LANDSCAPE**
- MASONRY**
- PLUMBING**
- SIGNS**
- ROOFER**
- OTHER**

**INSTRUCTIONS:**

Please type or print clearly and complete all portions of the application

Business Name \_\_\_\_\_

Address \_\_\_\_\_ Unit # \_\_\_\_\_

**No P.O. Box**

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Phone \_\_\_\_\_ Fax No. \_\_\_\_\_

Business Email \_\_\_\_\_

**OWNERSHIP AND CONTACT INFORMATION:**

( Physical Address must be used. P.O. Box is not acceptable.)

o President's / Chief Financial Officer **Business Tax ID #** \_\_\_\_\_.

First Name \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name: \_\_\_\_\_

**ACKNOWLEDGEMENT**

I have read and understand the following statement:  Yes  No

BY ACCEPTING A PERMIT FROM THE BUILDING DEPARTMENT, YOU ARE ENTERING INTO A CONTRACT WITH THE VILLAGE OF MORTON GROVE THAT REQUIRES YOU TO FOLLOW THE CONSTRUCTION SITE MAINTENANCE GUIDELINES AND FOLLOW OUR TREE PROTECTION PLAN. THE VILLAGE CODE CAN BE ACCESSED ON LINE AT [WWW.MORTONGROVEIL.ORG](http://WWW.MORTONGROVEIL.ORG).

**I DO HEREBY CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION HAS BEEN FURNISHED BY ME AND TO THE BEST OF MY KNOWLEDGE IS CORRECT. I UNDERSTAND THAT ANY UNTRUE, INCONSISTENT OR MISLEADING INFORMATION SHALL BE CAUSE FOR THE REFUSAL TO GRANT OR THE REVOCATION OF ANY CERTIFICATE GRANTED PURSUANT TO THIS APPLICATION. I FURTHER CERTIFY THAT BY APPLYING IN WRITING FOR A CERTIFICATE TO OPERATE IN THE VILLAGE OF MORTON GROVE I HAVE READ AND UNDERSTAND MY OBLIGATIONS UNDER APPROPRIATE VILLAGE ORDINANCES RESPECTIVE TO THE CERTIFICATE(S) FOR WHICH I AM APPLYING. I FURTHER CERTIFY THAT IF ANY OF THE FORGOING INFORMATION, INCLUDING THE STATUS OF THE STATE LICENSE, CHANGES DURING THE COURSE OF THE CERTIFICATE YEAR I WILL NOTIFY THE VILLAGE, IN WRITING, WITHIN SEVEN (7) DAYS OF SUCH CHANGE.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

## ALL BONDS MUST STATE THE FOLLOWING:

*"... shall indemnify and save harmless the Village of Morton Grove, Illinois, and all public utility companies providing service within the limits of the Village of Morton Grove, from all accidents and damages..."*

The bond face must have a street address, city, state, and zip code. You may not use a post office box. All bonds must be numbered. The original bond must be given to the Department of Building.

- 1) **General Contractors, Excavators, Demolition Contractors, Concrete Contractors, Masonry, Sewer Contractors and Misc.** must provide the following:
  - \$10,000 Bond including the information listed above;
  - \$1,000,000 Certificate of Insurance naming the Village of Morton Grove as additional insured as well as listing the Village as Certificate Holder; and
  - An annual license with the Village of Morton Grove (\$100.00).
- 2) **Plumbing Contractors, Sewer Contractors,** must provide the following:
  - State of Illinois Permit, Certification, or Registration issued by the Department of Public Health, as well as a copy of the Plumber's License with a picture I.D.
- 3) **Electrical Contractors** must provide the following:
  - \$10,000 Bond including the information listed above;
  - \$1,000,000 Certificate of Insurance naming the Village of Morton Grove as additional insured as well as listing the Village as Certificate Holder; and
  - A copy of the electrical license; and
  - An annual license with the Village of Morton Grove (\$100.00).
- 4) **HVAC Contractors** must provide the following:
  - \$10,000 Bond including the information listed above; and
  - \$1,000,000 Certificate of Insurance naming the Village of Morton Grove as additional insured as well as listing the Village as Certificate Holder; and
  - An annual license with the Village of Morton Grove(\$100.00).
- 5) **Roofing Contractors** must provide the following:
  - \$10,000 Bond including the information listed above;
  - \$1,000,000 Certificate of Insurance naming the Village of Morton Grove as additional insured as well as listing the Village as Certificate Holder; and
  - A copy of the **STATE ROOFING LICENSE**;
  - An annual license with the Village of Morton Grove.
- 6) **Landscaping Contractors** must provide the following:
  - \$1,000,000 Certificate of Insurance naming the Village of Morton Grove as additional insured as well as listing the Village as Certificate Holder; and
  - \$10,000 Bond including the information listed above, and
  - An annual license with the Village of Morton Grove (\$100.00).
- 7) **Fire Alarm Contractors, Fire Sprinkler Contractors** must provide the following:
  - State of Illinois, Certification, or Registration issued by the Office of the State Fire Marshal Division Of Fire Prevention.

**\*\*All contractors must register in Morton Grove prior to issuance of any permits.**

**\*\* All contractors must include a copy of the SIGNED job proposal with the scope of work\*\***