

VILLAGE OF MELROSE PARK
Building Department
1000 N 25th Avenue – Melrose Park, IL 60160
Phone (708) 343-4000 Ext. 4421- Fax (708) 343-1917

CONTRACTOR'S REGISTRATION

_____ NAME OF FIRM		_____ TYPE OF BUSINESS	
_____ BUSINESS PHONE NUMBER		_____ BUSINESS FAX NUMBER	
_____ ADDRESS	_____ CITY	_____ STATE	_____ ZIP
_____ PRINCIPAL OWNER'S NAME		_____ HOME PHONE	
_____ PRINCIPAL OWNER'S ADDRESS (IF DIFFERENT FROM ABOVE)			

Job Name and Location

The applicant herewith agrees to perform all work in conformance with all applicable State and Local regulations, code and standards. Failure to remedy non-compliance of code-related work shall result in the termination of this registration and no further work within the Village shall be performed.

Applicant's Signature

Date Received

GENERAL INFORMATION

1. **CONTRACTORS – Pay registration fee of \$125.00 upon application. Registration expires one year after issue date.**
2. **A License & Permit Bond in the amount of \$10,000.00 required. Village of Melrose Park to be holder of original bond. Fax can be accepted for registration purposes only. Original must follow.**
3. **A Certificate of Insurance (Liability) to be filed with application and bond. Holder is to be The Village of Melrose Park.**
4. **Roofers must submit a copy of current State License, and provide Certificate of insurance and \$10,000 bond.**
5. **Plumbers do not require Surety Bond or Certificate of Liability. Plumbers must pay \$125.00 registration fee and provide copy of IDPH license.**
6. **Electricians must submit copy of license showing where they passed test from an electrical commission.**
7. **HVAC Contractors must provide Certificate of insurance and \$10,000 bond and pay \$125.00 registration fee.**
8. **Landscapers – Pay registration fee of \$130.00. Provide Certificate of insurance and \$10,000 bond. Valid from January to December only.**