

# East Moline

## CONTRACTOR REGISTRATION REQUIREMENTS

Any person, firm or corporation doing business as a contractor in the City of East Moline shall register annually with the Inspection Department. For registration you will need to have the following items - partial packets are not acceptable.

1. Completed Registration Form. (You must be sure and sign the bottom of the form.)
2. An East Moline Continuous Code Compliance Bond (on our form) in the amount of \$10,000 for **all Contractors except Plumbing**. We must receive the original bond, signed by the owner with seal or stamp from bonding agent and power of attorney attached. **Bonds on file can be no older than 5 years.**
3. A Certificate of Insurance for the duration of the registration must be obtained and maintained for public liability and property damage insurance with a minimum of \$100,000 for each occurrence of property damage; and \$300,000 for each occurrence of personal injury or bodily harm.
4. Proof of Workers Compensation Insurance or that you are an approved self-insurer of Worker's Compensation. (Proof shall either be a Certificate of Insurance from the insurance provider or the Certificate of Approval from the Illinois Industrial Commission) ...OR...If you are a sole proprietorship or partnership then you will not be required to provide proof of Worker's Compensation Insurance, however, must provide a notarized Sworn Statement that you have no employees.
5. The fee for registration shall be Sixty Dollars (\$60.00) and shall be valid for one (1) year – expiring on December 31<sup>st</sup> each year. There is no prorated fees.
6. Copy of Applicable License: (Roofing license is required for General Contractors if roofing is included in work performed. All Plumbing, Mechanical, Electrical and Fire Related Contractors **must** supply a copy of their license as part of their registration.)

### NOTE:

- Mail-in permit applications are accepted from Mechanical, Electrical and Plumbing Contractors only. The City must receive applications before work is begun.
- If for any reason, the aforementioned items should lapse during that registration year, you must reapply for registration including payment of an additional Sixty Dollar (\$60.00) registration fee.
- Complete registration packets are required. Do not bring your registration to the Inspections Department until it is complete and ready to be put on file.
- If you have any questions regarding your registration, please call Meranda or Amy @ 752-1599 for more information.