

# CONTRACTOR REGISTRATION INFORMATION PACKET



To whom it may concern,

To register a contracting company to work in the City of North Chicago, all applicants must produce a certificate of liability insurance (with the City of North Chicago listed as the certificate holder), an original copy of a signed \$5,000 surety bond, a current contractor's license with another municipality, any necessary State license, and the completed application.

Please note that the Application for Contractor Registration requires names and phone numbers of contacts from previous work done by your company.

Anyone working on the project other than the original applicant must be identified on the second page of the registration application. If the individual is an owner or employee, workman's comp must be on the insurance certificate. "Independent" contractors cannot be listed; they must file their own license, bond, and insurance information. Violation of this requirement will result in non-issuance of a permit, a stop work order, and/or fines according to City Ordinances.

We do not accept incomplete applications. All documents required for registration must be presented or the application will not be accepted. Payment for licenses will be due after the license is processed and ready for pickup. Each license processed with the City of North Chicago will expire one year from the date of issuance. Licenses must be renewed every year before the date of expiration.

Applications can be hand delivered, mailed, or emailed to [permits@northchicago.org](mailto:permits@northchicago.org).

Feel free to contact the Department of Economic and Community Development with any questions.

Thank you,

Stephanie Rivera, Office Manager

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## Permit Application Process Requirements:

For Homeowners:

- Completed Permit Application form detailing location and description of work, type of materials used, and value of work being completed
- Plans for interior work
- Plat of survey for exterior work (for fences, sheds, sidewalks, driveways, etc.)
- Self-Permit Statement

For Contractors:

- Registration with North Chicago Department of Economic and Community Development
- Contract or job proposal signed by the property owner (including a detailed description of work being done and total job value)
- Plans for interior work or new construction (see following pages for details)
- Plat of survey for exterior work (see following pages for details)

If you have any questions about the permit process, please call the Department of Economic and Community Development at 847-596-8650 or email [permits@northchicago.org](mailto:permits@northchicago.org). **Applications will not be processed without all the required documents. Partial building permit applications will not be accepted.**

## Permit Processing Times:

The City of North Chicago does not issue over-the-counter permits. Processing of any interior or exterior work permit(s) requiring plan or zoning review will be reviewed by our plan review consultants and Department of Economic and Community Development staff and will take approximately 10-14 business days to process. Permit processing may take longer depending on the volume of applications.

Processing simple permit requests such as roof repairs, siding, minor electrical, plumbing, and HVAC will take approximately 3-5 business days. Permit processing may take longer depending on the volume of applications.

Complete permit applications and drawings may be emailed to [permits@northchicago.org](mailto:permits@northchicago.org).

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## **New Construction Plan Requirements for Review:**

For Commercial, Industrial, or Multi-Family New Construction:

- Plat of Survey
- Complete engineering plans
- Complete building plans (title block must show correct property address and the original architect seal and signature)
- Site Plans
- Complete sprinkler plans (with cut sheets and hydraulic calculations if necessary)
- Complete alarm plans (with cut sheets if applicable)
- Soil report after excavating and prior to footing approval
- NSSD Sewer Connection Permit (stamped "original" in red ink)

For Single-Family New Construction:

- Plat of Survey
- Complete engineering plans
- Complete building plans (title block must show correct property address and the original architect seal and signature)
- Site Plans
- Soil report after excavating and prior to footing approval
- NSSD Sewer Connection Permit (stamped "original" in red ink)
- Copy of stamped/sealed truss design and layout
- Fire sprinkler drawings

All architectural plans are required to have an architect stamp to obtain a building permit. Additionally, all contractors and sub-contractors working in the City of North Chicago must be registered with the Department of Economic and Community Development.

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## Code References:

The City of North Chicago City Council has adopted the following as official Codes of the City of North Chicago, effective October 1, 2024:

- International Building Code (IBC) 2021
- International Mechanical Code (IMC) 2021
- International Property Maintenance Code (IPMC) 2021
- International Residential Code (IRC) 2021
- National Electric Code (NEC) 2020
- International Fire Code (IFC) 2021
- International Fuel Gas Code (IFGC) 2021
- Illinois Department of Public Health Plumbing Code (current edition)
- The use of CPVC for hot and cold water as an alternative to copper in single-family homes has also been approved by the City of North Chicago City Council. Commercial and multi-family buildings are still restricted to copper only.

## Building Inspections:

Please plan accordingly when scheduling any rough or final inspections. It is required that the contractor performing the work is present for any inspections. Any failed or no-show inspections will be charged a \$50.00 re-inspection fee. Stamped and approved plans are required to be printed and available on-site. Failure to have the stamped and approved plans on-site is an automatic failure of inspection and you will be charged a re-inspection fee. **The City of North Chicago does not schedule same-day inspections.**

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## **Contractor Registration Requirements:**

### Insurance Requirements

A current certificate of insurance must be provided to the City of North Chicago Department of Economic and Community Development at the time of application for contractor registration. Insurance certificates must include all the following:

- Comprehensive general liability with minimum bodily injury limits of \$100,000/\$300,000
- Property Damage policy with minimum limits of \$100,000/\$300,000
- Certificate of insurance classification sufficient to cover building projects for which permit(s) will be requested
- Workman's Comp for owner and employing workers
- City of North Chicago must be named as the insurance certificate holder

### Bond Requirements

A current surety bond in the amount of \$5,000 is required for any work being done by a contractor in the City of North Chicago.

## **Additional Requirements for Specific Types of Contractors:**

### Illinois Roofing Requirements

To be registered with the City of North Chicago, all roofers must be licensed with the State of Illinois. You must submit a copy of your current state license with this application.

### Electricians

Electric contractor registration will be approved if the applicant possesses a current electrical license from another Illinois jurisdiction. Electricians installing fire alarms and burglar alarms must be licensed by the State of Illinois. You must submit a copy of your current electrical and/or State license with this application.

### HVAC

EPA certification is required. HVAC contractors doing their own electrical work must show a Class B electrical license. You must submit a copy of your certification and/or license with this application.

# APPLICATION FOR NEW CONTRACTOR REGISTRATION



## General Information:

COMPANY NAME (CONTRACTOR): _____	
BUSINESS ADDRESS: _____	CITY: _____ STATE: ____ ZIP: _____
BUSINESS PHONE: _____	BUSINESS FAX: _____
MOBILE PHONE: _____	EMAIL: _____
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PRINCIPAL/OWNER NAME: _____	TITLE: _____
PRINCIPAL/OWNER ADDRESS: _____	CITY: _____ STATE: ____ ZIP: _____

## Type of License:

### General (\$100):

General HVAC Other (Specify) \_\_\_\_\_

\*Electric and Plumbing Contractors do not have fees.

### Specialty (\$60):

Carpentry	Landscape	Masonry	Painting	Site Work
Plaster/Drywall	Fencing	Metal Work	Siding	Roofing
Waste Products	Signs	Blacktop/Cement	Other (Specify) _____	

# APPLICATION FOR NEW CONTRACTOR REGISTRATION



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## References:

Please list three (3) previous contacts that can serve as references to your quality of work (preferably in Lake County):

1. Customer Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Location: \_\_\_\_\_ Type of Job: \_\_\_\_\_
2. Customer Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Location: \_\_\_\_\_ Type of Job: \_\_\_\_\_
3. Customer Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Location: \_\_\_\_\_ Type of Job: \_\_\_\_\_

## Representative Agents and Supervisors:

Please list the names of employees that are allowed to apply for permits on behalf of you and/or your company:

1. Employee Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Years of Employment in Trade/Company: \_\_\_\_ Nature of Work: \_\_\_\_\_
2. Employee Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Years of Employment in Trade/Company: \_\_\_\_ Nature of Work: \_\_\_\_\_
3. Employee Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Years of Employment in Trade/Company: \_\_\_\_ Nature of Work: \_\_\_\_\_

Signature of Representative: \_\_\_\_\_ Date: \_\_\_\_\_