



## CONTRACTOR REGISTRATION INSTRUCTIONS

### REGISTRATION PROCESS:

At the time of registration, every contractor engaging in work within the City shall first provide the following.

- Proof of liability insurance of at least \$1,000,000
- Registration form completed
- Contractor information and consent form completed
- Copy of assumed name publication (if applicable)
- An annual registration fee: \$100.00 for first registration and \$25.00 for any additional. Registrations expire on April 30<sup>th</sup> regardless of issue date.

Once the registration process is completed, the contractor shall receive a Certificate of Registration in a business card size. This Certificate of Registration should be carried with the contractor at all times to quickly identify a contractor as being properly registered.

*Additional testing or licensing is required to obtain permits for Roofing, Electrical, Plumbing, HVAC, or other specialties.*

Each contractor shall display the registration number assigned, as well as the business name, address and/or phone number, on vehicles or major pieces of equipment used at the work site. Such display shall be legible, in English, and easily visible.

For additional information on the registration process or Danville Code of Ordinances, please contact the office by phone at 217-431-2321.

\*The Department shall make available to the public a list of all registered contractors.

**Contractor Registration Application**  
**Danville, Illinois**  
(Please print)

Contractor Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Year Company Established: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Unemployment #: \_\_\_\_\_

Owner Phone: \_\_\_\_\_ FEIN#: \_\_\_\_\_

Liability Insurance Provider: \_\_\_\_\_

Workers Compensation Provider: \_\_\_\_\_

**Services Provided (Select all that apply):**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> General<br>Carpentry | <input type="checkbox"/> Roofing *<br>Siding | <input type="checkbox"/> Pool Installer<br>Fencing |
| <input type="checkbox"/> Finish Carpentry     | <input type="checkbox"/> Masonry             | <input type="checkbox"/> Plumbing                  |
| <input type="checkbox"/> Signs                | <input type="checkbox"/> Drywalling          | <input type="checkbox"/> Mechanical                |
| <input type="checkbox"/> Awnings              | <input type="checkbox"/> Asphalt Paving      | <input type="checkbox"/> Electrical                |

\*State of Illinois Roofing License #: \_\_\_\_\_

By my signature below, I hereby certify that I understand that any person or company working for me as a subcontractor must be registered with the City and is not considered my employee.

By my signature below, I hereby certify and attest that I have reviewed the information provided above and that such information is true and accurate, I understand that providing false information constitutes a violation of Chapter 165 of the City of Danville Code of Ordinances.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## CONTRACTOR INFORMATION

\_\_\_\_\_  
(Business Name)

Owner's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Have you ever been convicted of home repair fraud or a similar offense?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If so, give particulars including date, location and nature of the offense:

\_\_\_\_\_  
\_\_\_\_\_

**I do hereby consent to allow the City of Danville to conduct a background investigation concerning the above information, to comply with Chapter 165, for contractor registration.**

By my signature below, I hereby certify that the information above is true and accurate.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Applicant)

Processed \_\_\_/\_\_\_/\_\_\_ by: \_\_\_\_\_