



800 Harvest Gate  
Lake in the Hills, IL 60156  
(847) 960-7440  
Fax: (847) 960-7445  
www.lith.org

**APPLICATION FOR CONTRACTOR LICENSE**

**BUSINESS INFORMATION:**

1. Name of Business: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. City, State, Zip: \_\_\_\_\_
4. Mailing address – if different from business address:  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_
5. Phone Number: \_\_\_\_\_
6. Fax Number: \_\_\_\_\_
7. Contact Person: \_\_\_\_\_

**OWNER INFORMATION**

1. Name: \_\_\_\_\_
2. Type of Business:  
( ) Individual ( ) Corporation ( ) Partnership ( ) Other \_\_\_\_\_
3. A Certificate of "Good Standing" from the Secretary of State is required of all corporations.

**TYPE OF CONTRACTOR (Circle all that apply)**

Asphalt Concrete Carpentry Electric HVAC Plumbing Pools  
Fences Signs General Contracting Roofing Siding Landscaping  
Water Softener Sprinkler System Other (specify) \_\_\_\_\_

State License Number (plumber/roofer) \_\_\_\_\_

**PLEASE NOTE: BROCHURES ARE AVAILABLE FOR LIST OF CODES, AMENDMENTS, ZONING, REGULATIONS, ETC. CONTRACTOR IS RESPONSIBLE FOR READING AND UNDERSTANDING SAID PROVISIONS AND REGULATIONS AND WILL COMPLY WITH RULES GOVERNING SUCH TYPE OF WORK.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**License Fee: \$75.00 – PLEASE CHECK THAT YOUR INSURANCE AND BOND ARE CURRENT**

**License Approval**

Date: \_\_\_\_\_

**Building Commissioner**



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## CONTRACTOR LICENSE REQUIREMENTS

BELOW IS A LIST OF REQUIREMENTS THAT NEED TO ACCOMPANY YOUR APPLICATION IN ORDER TO OBTAIN YOUR CONTRACTOR'S LICENSE:

- Complete the attached **Contractor Application**
- The fee for a Contractor's License is a yearly fee of **\$75.00**, (Jan 1 – through Dec 31)
- Please submit a copy of your **Certificate of Insurance** showing:
  - General Liability – minimum \$1,000,000
  - Each Occurrence – minimum \$1,000,000
  - Product and Completed Operations – minimum \$1,000,000
- Please list the **Village of Lake in the Hills as the Certificate Holder**
- A **Surety Bond** in the amount of \$10,000 is required
  - A hold harmless statement per Municipal Code Chapter 38.02B must be included in the bond.  
38.02B. – All building contractors shall give bond to the Village in the penal sum of ten thousand dollars (\$10,000) with surety to be approved by the Director of Community Development or his or her designee, conditioned to keep and save harmless the Village from any and all damage that may result to pavements, sidewalks, or other public property of the Village resulting from the use of its streets in connection with such business, and further, to save and keep harmless the Village from damages to persons or property arising from suits or claims resulting from obstructions or materials deposited or dropped upon the streets or other public places in the Village by such building contractor. The Village of Lake in the Hills must be listed as the certificate holder.
- **Roofing Contractors** must submit a copy of their State License
- **Plumbing Contractors** must submit a copy of their State License
- Plumbing Contractors must submit a **letter of intent** per Illinois Plumbing License Law
- **Sprinkler Contractors** must submit a copy of their State License
- A **Certificate of "Good Standing"** from the Secretary of State is required for all corporations.  
Secretary of State – [www.ilsos.gov/corporatellc/](http://www.ilsos.gov/corporatellc/)