

CONTRACTOR REGISTRATION REQUIREMENTS

REGISTRATION IS FREE

If you have any questions regarding the registration process please contact the office at (847)746-4018. Forms are available on our website www.cityofzion.com under the module applications, permits and forms.

GENERAL CONTRACTOR

- A General Contractor's Registration form must be completed.
- Certificate of Insurance showing the City of Zion as **both** certificate holder and additionally insured.
- State Roofing license if doing roofing work.
- Current picture ID of company owner and of each person being allowed to sign for permits.

HEATING/MECHANICAL CONTRACTORS

- A Heating Contractor's Registration form must be completed.
- Certificate of Insurance showing the City of Zion as **both** certificate holder and additionally insured.
- HVAC/heating license (this must be a license NOT a registration) or an EPA certification. If you provide a license it must come from a city in the state of Illinois that provided a test.
- Current picture ID of the person holding the license, company owner and of each person being allowed to sign for permits.

ELECTRICAL CONTRACTORS

- An Electrical Contractor's Registration form must be completed.
- Certificate of Insurance showing the City of Zion as **both** certificate holder and additionally insured.
- Electrical license from a city in the state of Illinois that provided a test.
- Current picture ID of the person holding the license, the company owner and of each person being allowed to sign for permits.

PLUMBING CONTRACTORS

- A Plumber's Contractor's Registration form must be completed.
- Your State license (058) or City of Chicago license and the State Registration (055).
- Current picture ID of company owner and of each person being allowed to sign for permits.
- Letter of Intent is required for all jobs.

EXCAVATING CONTRACTORS

- A General Contractor's Registration form must be completed.
- Certificate of Insurance showing the City of Zion as **both** certificate holder and additionally insured.
- \$10,000 or \$25,000 excavating bond. Bond amount will be determined by the project.
- Current picture ID of company owner and of each person being allowed to sign for permits.