



## VILLAGE OF ELMWOOD PARK

11 Conti Parkway, Elmwood Park, IL 60707  
708-452-3942, 3948 or 3920 \* FAX (708) 453-8816

### CONTRACTOR LICENSING & PERMIT REQUIREMENTS FOR GENERAL CONTRACTORS & SUB-CONTRACTORS:

1. Complete contractor's license application form in full.
2. Submit certificate of insurance for **\$1,000,000.00** general aggregate/liability naming the Village of Elmwood Park as certificate holder. Do not additionally insure. **Demolition contractors** require **\$5,000,000.00** general aggregate (with the exception of demolition of single family homes and garages).
3. In addition, \***Plumbers, Roofers & Alarm Installers** need to submit a copy of their State License. **Plumbers, Sewer, Demolition, Excavator and Soil Boring contractors** require a **\$10,000.00 bond**. Electricians need to provide a copy of their place of registration.
4. Payment of license fee in the sum of **\$100.00** (excluding plumbers that are State licensed). Upon Board approval, a Village of Elmwood Park license will be mailed to the contractor. (If all requirements are met prior to the formal approval, the contractor will be allowed to start work providing all permits have been approved, and all sub-contractors named have met the same aforementioned requirements.
  - Plumbers & Alarm Installers licensed with the State of Illinois need only to complete a contractors license and permit application along with submitting proof of State licensing, a copy of insurance and/or bond if available & a copy of the signed contract.

### **NOTE TO CONTRACTORS AND HOMEOWNERS WITH BUSINESSES LOCATED IN THE VILLAGE ELMWOOD PARK:**

In accordance with Village Ordinance 1406.01, a local *Business License* is also required whether it's a store front business or an occupation operated from the home. Please visit the Collections Department of Village Hall to obtain the necessary paperwork and pay the Business License fee of \$75.00.

See Page 2. for Village Codes and Permit Requirements...