

**City of Ottawa
Procedure for Registration of Contractors**

Application and Insurance

All Contractors must register annually to work in the City of Ottawa. The completed application and all required documentation may be mailed or submitted in person to City of Ottawa, 301 W. Madison Street, Ottawa, Ill 61350, ATTN: Contractor Registration. **No faxed copies are allowed.** If the insurance certificate does not show coverage for worker's compensation insurance, a No Employee affidavit must be completed, notarized and submitted.

Bond

All contractors must furnish, supply and deliver to the City of Ottawa a license and permit bond (\$10,000).

State Licensing & Registration

Roofing, elevator/life, fire sprinkler, underground tank, asbestos, lead paint abatement, environmental, irrigation contractors and other contractors subject to state licensing requirements must also submit a copy of their State of Illinois licenses. Plumbing contractors must submit a copy of their registration with the State of Illinois Department of Public Health.

Fees

All registration fees shall be valid for one calendar year from January 1 to December 31.

Violations

Failure to register as a contractor who is performing work will result in a "stop work" order until registration is completed (including supporting documents and bond). Repeat offenders and/or those submitting false information on a contractor registration application or building permit application will face the suspension of their registration and/or revocation of building permits.

CITY OF OTTAWA CONTRACTOR REGISTRATION BUILDING CODE AFFIDAVIT
YEAR: _____

Name of Affiant: _____

Name of Business: _____

Business Address: _____

City: _____ State: _____ ZIP Code: _____

Business Phone: _____ Fax: _____

I hereby certify that I am aware of all the adopted building codes within the City of Ottawa. All worked performed within the City of Ottawa will conform to and comply with these codes, including, but not necessarily limited to, the following:

- International Building Code (2006)
- International Residential Code (2006)
- Illinois Plumbing Code (1998)
- NFPA Life Safety Code (2000)
- National Electrical Code (2008) (as amended)
- International Property Maintenance Code (2006)
- City of Ottawa Code of Municipal Ordinances

PLEASE TAKE NOTICE

This is not an exhaustive list of the Codes applicable within the City of Ottawa. From time to time, the City of Ottawa may amend its ordinances and/or may adopt a more recent edition of certain Codes. Further, the City of Ottawa may amend certain sections of these Codes as they apply to construction within the City. It is your obligation to ensure that you are aware of and comply with the Codes which are in effect at the time you engage in construction activities within the City of Ottawa.

Signature: _____ Date: _____

Subscribed and Sworn to before me
this ____ day of _____, _____.

NOTARY PUBLIC

RETURN TO: City of Ottawa, 301 W. Madison St., Ottawa, IL 61350; ATTN: Contractor
Registration

**CITY OF OTTAWA CONTRACTOR REGISTRATION APPLICATION/RENEWAL
YEAR: _____**

All contractors and subcontractors who work within the City of Ottawa must be registered prior to performing any work in the City. With this Application, all contractors and subcontractors must submit:

- \$100 annual fee, non-refundable (except plumbers)
- Illinois Secretary of State Certificate of Good Standing
- Certificate of Liability Insurance with the appropriate limits
- Certificate of Worker's Compensation Insurance (or No-Employee affidavit)
- License and Permit Bond
- State License or Contractors Registration documentation, if applicable

BUSINESS INFORMATION

Name of Business: _____

Business Address: _____

City: _____ State: _____ ZIP Code: _____

Business Phone: _____ Fax: _____

CONTACT PERSON INFORMATION

Name of Contact Person: _____

Address (If Different from Business Address): _____

City: _____ State: _____ ZIP Code: _____

Cell Phone: _____ Home Phone: _____

24 HOUR EMERGENCY CONTACT (REQUIRED)

Name: _____ Phone: _____

TYPE OF REGISTRATION

General Electrical Plumbing Roofing Other _____

Signature and Title: _____ Date: _____

For City Use:

Registration No.: _____ Date Issued: _____ State Lic. No.: _____

Liab. Ins. Exp.: _____ Comp. Ins.: No. Yes, exp. _____

RETURN TO: City of Ottawa, 301 W. Madison St., Ottawa, IL 61350; ATTN: Contractor Registration

STATE OF ILLINOIS :
 : SS.
COUNTY OF LASALLE :

**AFFIDAVIT OF CONTRACTOR CLAIMING
EXEMPTION FROM WORKERS' COMPENSATION INSURANCE**

The undersigned, being duly sworn on oath states as follows:

1. The Affiant, is the _____ of _____, a building contractor business which is applying for a City of Ottawa Building Contractor's License, and is duly authorized to make this Affidavit for and on behalf of said business and has full knowledge of the matter stated herein.

2. The business is exempt from the requirement of carrying Workers' Compensation Insurance for one of the following reasons as checked:

_____ The business is a sole proprietorship and has no employees.

_____ The business is a corporation, partnership or limited liability company and has no employees other than the partners, shareholders, officers, directors or members of said entity, and the entity, together with all of the partners, shareholders, officers, directors or members of said entity, have made a written election to be excluded from the requirement of carrying Workers' Compensation Insurance coverage.

3. This Affidavit is made for the purpose of inducing the City of Ottawa it issue a Building Contractor's License to said business without the business providing a certificate of insurance to the City documenting that said business is fully insured under the Workers' Compensation laws.

4. On behalf of said business, the Affiant acknowledges the following:

a. That the City may request further documentation of the eligibility of the claimed exemption, and the false claim of an exemption is cause for the City to deny license applied for, or to revoke the license if issued.

b. That if status of the business changes and the exemption is no longer applicable, the business must immediately obtain Workers' Compensation insurance coverage and provide the City with the required certificate of insurance, and that the failure to do so will be cause for revoking the license issued by the City.

c. All subcontractors used by the licensee business for any construction activity in the City shall have a current City of Ottawa Building Contractor's License, and that subcontracting with unlicensed businesses will be cause for revoking the license by the City.

Further the Affiant Sayeth Not.

Printed Name and Title

Subscribed and sworn to before me this _____ day of _____, 20 .

Notary Public