

ELECTRICAL AND GENERAL CONTRACTORS
CITY OF OTTAWA LICENSE RENEWAL

City of Ottawa Electrical and General Contractors licenses are based on a calendar year (January 1 through December 31). Anyone currently licensed by the City of Ottawa can renew their annual license by mail as follows:

- 1.) Prepare a check or money order payable to the City of Ottawa for \$100.
- 2.) Make sure the check or an enclosed note indicates your current mailing address and your current license number previously assigned by the City.
- 3.) Put payment in envelope and mail to:
City of Ottawa
301 West Madison Street
Ottawa, Illinois 61350
Attention: Nancy Stisser
- 4.) The renewed license and receipt will be mailed to you within one week of receiving your payment.