



# CITY OF OTTAWA

Community Development Department  
301 W. Madison Street, Ottawa, Illinois 61350  
815-433-0161  
[www.cityofottawa.org](http://www.cityofottawa.org)

## CONTRACTOR REGISTRATION INFORMATION

**Contractors performing work inside the City of Ottawa must be registered with the City’s Community Development Department. Before any permits can be approved, work can be done, or inspections made:**

**NEW CONTRACTOR REGISTRATIONS** must include:

1. A completed Contractor Registration Form
2. An executed & notarized Building Code Affidavit Form
3. A copy of CURRENT General Liability insurance
4. A copy of CURRENT Workman’s Compensation insurance or a notarized Exemption Form
5. Copies of all CURRENT State Licenses; i.e., roofing, asbestos, lead paint abatement, underground tank, fire sprinkler, etc.
6. A CURRENT \$10,000 License or Permit Bond
7. A \$100.00 annual registration fee paid for the current calendar year

**CONTRACTOR RENEWALS** must have:

1. Any updates/changes to their Registration Form information already on file.
2. A copy of their current General Liability and Workman’s Compensation insurance.
3. A current \$10,000 License or Permit Bond
4. Current copies of all State issued licenses
5. The \$100.00 annual registration fee.

**NEW ELECTRICAL CONTRACTOR REGISTRATIONS** must include:

1. A passing score from taking Ottawa’s Electrical Exam or a copy of a current Electrical License from another qualifying community (approved by Ottawa’s Electrical Commission).
2. A current copy of General Liability insurance, when applicable.
3. A picture (or copy) such as on a driver’s license or an ID card
4. A \$100.00 registration fee paid for the calendar year.

**ELECTRICAL CONTRACTOR RENEWALS** must have:

1. A copy on file at the City of the previous year’s Ottawa Electrical License
2. A current copy of General Liability insurance, when applicable.
3. A picture (or copy) such as on a driver’s license or an ID card
4. The \$100.00 registration fee plus any late fees paid in full.

**ALL PLUMBING CONTRACTORS** must have on file:

1. A CURRENT copy of your State of Illinois Plumber’s License

### PAPERWORK FIRST

Current registration, completed/approved permit(s) and payment must be on file first.....

### THEN INSPECTIONS

No inspections will be made by City inspectors until all required paperwork has been submitted.

Failure to register as a contractor who is performing work and/or failure to have all applicable permits on file and approved by the Community Development Department will result in a “STOP WORK” order until all required documents and fees have been submitted. Repeat offenders and/or those submitting false information on a registration or permit will face the suspension of their registration and/or revocation of permits.

**CITY OF OTTAWA CONTRACTOR REGISTRATION/RENEWAL**  
**301 W. Madison Street – Ottawa, Illinois 61350**

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 (Jan. 1-Dec. 31) non-refundable registration fee. No fee for State licensed plumbers.
- Certificate of current Liability Insurance with appropriate limits.
- Certificate of current Worker's Compensation Insurance OR signed "No-Employee Affidavit".
- Current License and Permit Bond in the amount of \$10,000.
- Copies of any/all current State licenses; i.e., roofer, asbestos removal, lead paint, irrigation, etc.
- Signed copy of City's "Building Code Affidavit", if applicable.

**BUSINESS INFORMATION: Please print legibly**

Name of Business: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

Type of Business: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**BUSINESS OWNER'S INFORMATION:**

Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**24-HOUR EMERGENCY PHONE NUMBER (required):** \_\_\_\_\_

**State License Number (s), if applicable:** \_\_\_\_\_

ALL CONTRACTORS: Including but not limited to: general, electrical, water/sewer, HVAC, roofing, sign, tree service, concrete, masonry, gypsum, carpentry, insulation and excavating contractors who work within the City of Ottawa shall, prior to engaging in such work in the City of Ottawa, obtain a City Contractors license. The annual fee for said license is \$100, non-refundable. For additional information contact the City Building Department at (815) 433-0161.

The above information is true and correct:

Signature of Applicant: \_\_\_\_\_ Title: \_\_\_\_\_

-----**FOR OFFICE USE ONLY**-----

**Contractors License #:** \_\_\_\_\_ **Date Issued:** \_\_\_\_\_

**Issued By:** \_\_\_\_\_

**CITY OF OTTAWA CONTRACTOR BUILDING CODE AFFIDAVIT**

**City of Ottawa  
301 W. Madison Street  
Ottawa, Illinois 61350  
Attention: Contractor Registration**

Name of Affiant: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

I hereby certify that I am aware of all adopted Building Codes within the City of Ottawa. All work 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 2012
- International Residential Code 2012
- Illinois Plumbing Code 1998 (with revisions)
- NFPA Life Safety Code 2000
- National Electrical Code 2017 (as amended)
- International Property Maintenance Code 2012
- 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

(SEAL)

STATE OF ILLINOIS :  
 : SS.  
COUNTY OF LASALLE :

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

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

1. The Affiant/Applicant, is the (title/position) \_\_\_\_\_ of  
(company name) \_\_\_\_\_, 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 (check one):

\_\_\_\_\_ 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

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Notary Public