

RENEWAL INFORMATION
FOR
CITY OF OTTAWA
LICENSED GENERAL OR ELECTRICAL CONTRACTORS

City of Ottawa General and Electrical Contractors licenses/registrations are based on a calendar year (January 1 through December 31). It is the responsibility of all contractors to renew their licenses after the first of each calendar year. The City does NOT send renewal notices. Anyone currently licensed by the City of Ottawa can renew their annual license in person or by mail as follows:

GENERAL CONTRACTORS

- 1.) General Contractors must provide a copy of current General Liability insurance, a copy of Workman's Comp. policy and a License and Permit Bond in the amount of \$10,000 for the calendar year.
- 2.) Enclose a check or M.O. payable to the City of Ottawa for \$100.00.
- 3.) Provide information regarding what mailing address you want the City to use if the address is different from what is on the check/M.O.

ELECTRICAL CONTRACTORS

- 1.) Electrical Contractors must provide a copy of current General Liability insurance. (This requirement can be waived if the City is advised you are/will not be performing work as an electrician during the current year.)
- 2.) Provide one copy of a photo ID (i.e., driver's license, passport, FOID card) that the City can use to put on your Electrical License.
- 3.) Enclose a check or M.O. payable to the City of Ottawa for \$100.00.
- 4.) If you wish to have a company/business name included with your name on the license, provide that name with the proper spelling and punctuation.
- 5.) Include what mailing address you want the City to use if the address is different from what is on the check/M.O.

**NO LICENSES OR BUILDING/ELECTRICAL PERMITS WILL BE ISSUED UNTIL ALL
REQUIRED PAPERWORK IS ON FILE**

Payment* and enclosures are to be mailed to:

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

*Credit cards can be accepted if paying in person at City Hall.