



CITY OF OTTAWA

Community Development Department
301 W. Madison Street, Ottawa, Illinois 61350
815-433-0161
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:

CONTRACTOR REGISTRATION must include:

1. A completed Contractor Registration Form
2. An executed & notarized Code Affidavit Form
3. A copy of CURRENT General Liability insurance. City of Ottawa listed as Certificate Holder
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. City of Ottawa listed as obligee
7. A \$100.00 annual registration fee paid for the current calendar year

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, license holder when applicable.
3. A \$150.00 registration fee paid for the calendar year (plus late fees paid in full).

ALL PLUMBING CONTRACTORS must have on file:

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

PENALTY

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 an immediate “STOP WORK” order until all required documents and fees have been submitted and a license certificate has been approved. In addition to a stop work order, unlicensed and unpermitted work is also subject to a citation and fine of up to \$500.00/day. 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.
- Copy of current Liability Insurance with appropriate limits. City of Ottawa to be listed as Certificate Holder.
- Certificate of current Worker’s Compensation Insurance OR completed attached “Workers’ Compensation Insurance Form”.
- Current License and Permit Bond in the amount of \$10,000. City of Ottawa listed as obligee.
- Copies of any/all current State licenses; i.e., roofer, asbestos removal, lead paint, irrigation, etc.
- Signed copy of City’s “Code Affidavit”.

BUSINESS INFORMATION: Please Type of 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 which is defined as: Any person engaged in the business of constructing, altering or repairing buildings or other structures or sidewalks or street pavements, including but not limited to the following: contractors; general buildings; cement or concrete; masonry; carpentry; acoustical; electrical; drywall; excavating; fencing; flooring; garage; glazing; heating, air conditioning and refrigeration; lawn chemical and fertilizer applicators; porch and deck; roofing; sewer; sheet metal; tuck pointing and cleaning; window; demolition; black top sealer; paving; landscaping; swimming pool; insulation; water and damp proofing; siding; sign; but does not include employees performing services for a governmental entity... 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 ext. 224.

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 REGISTRATION CODE AFFIDAVIT

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

PLEASE TYPE OR PRINT LEGIBLY

Name of Applicant: _____

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 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:

City of Ottawa Code of Municipal Ordinances
International Building Code 2018
International Residential Code 2018
Illinois State Plumbing Code (current edition)
NFPA Life Safety Code 2015
National Electrical Code 2023
International Property Maintenance Code 2018
International Fuel Gas Code 2018

City of Ottawa Flood Management Ordinance
Radon Resistance Construction Act
Illinois Energy Conservation Code
International Pool and Spa Code 2018
International Fire Code 2018
International Mechanical Code 2018
International Existing Building Code 2018

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)

Under Illinois law, businesses are required to have Workers' Compensation Insurance unless an exception applies. **If you do not have Workers' Compensation Insurance, then you are required to complete this form.** If you have Workers' Compensation Insurance do not complete this form and provide the City with a copy of your certificate of insurance.

STATE OF ILLINOIS)
) SS.
COUNTY OF LASALLE)

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

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

1. I am the _____ (title/position) of _____
_____ (company name), a contractor business that is applying for a City of Ottawa contractor's registration. I am duly authorized to make this Affidavit for and on behalf of the business, and I have full knowledge of the matters 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. OR
- _____ 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 document is being made to request the City of Ottawa to issue a contractor's registration to the business without the business providing a certificate of insurance for Workers' Compensation to the City.

4. On behalf of the business, I understand the following:
- a. The City may request additional documentation showing proof the exemption, and the false claim of an exemption will permit for the City to deny the contractor's registration or to revoke the registration if issued.
 - b. If the status of the business changes and the exemption no longer applies, the business must immediately obtain Workers' Compensation Insurance coverage and provide the City with the required certificate of insurance. Failure to provide the certificate of insurance to the City will result in the revocation of the registration by the City.
 - c. All subcontractors used by the business for any construction activity in the City must have a current City of Ottawa contractor's registration. If the business subcontracts with unregistered businesses, the City will revoke your contractor's registration.

Further Affiant Sayeth Not.

SUBSCRIBED AND SWORN to before me
this ____ day of _____, 20____.

Signature

Notary Public

Print Name and Title