



# 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:**

CONTRACTOR REGISTRATION 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

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 \$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.
- Certificate of current Liability Insurance with appropriate limits.
- 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.
- Copies of any/all current State licenses; i.e., roofer, asbestos removal, lead paint, irrigation, etc.
- Signed copy of City’s “Building Code Affidavit”.

**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

**PLEASE 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 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 2018               | Radon Resistance Construction Act         |
| International Residential Code 2018            | Illinois Energy Conservation Code         |
| Illinois State Plumbing Code (current edition) | International Pool and Spa Code 2018      |
| NFPA Life Safety Code 2015                     | International Fire Code 2018              |
| National Electrical Code 2020                  | International Mechanical Code 2018        |
| International Property Maintenance Code 2018   | International Existing Building Code 2018 |
| City of Ottawa Code of Municipal Ordinances    | International Fuel Gas Code 2018          |
| City of Ottawa Flood Management Ordinance      |   |

**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