



Community Development Department  
2 Community Boulevard • Wheeling, Illinois 60090  
Phone: 847.459.2620 • Fax: 847.459.2656

## **Contractor Registration** **(no form required)**

**PRIOR TO PERMIT ISSUANCE,**  
**ALL CONTRACTORS MUST PROVIDE:**

- ✓ **Proof of Liability Insurance**
  - \$500,000 per person
  - \$1,000,000 per occurrence
  
- ✓ **Proof of Workers' Compensation Insurance**
  - In amounts and coverage required under Illinois Law
  - The Village of Wheeling must be listed as the Certificate Holder
  
- ✓ **\$10,000 Surety Bond – For Engineering permits and any other work with the potential impact upon Village Infrastructure**
  
- ✓ **Appropriate Licenses as Required**
  
- ✓ **Annual \$25.00 Registration Fee**

Ordinance #4461 adopted by the Village President and Board of Trustees effective 9/22/09 created insurance requirements for contractors working in the Village of Wheeling.

Ordinance #4965 adopted by the Village President and Board of Trustees on 11/24/15 and effective on 1/1/2016 created a registration fee requirement for contractors working in the Village of Wheeling.

Ordinance #5116 adopted by the Village President and Board of Trustees effective 9/28/2017 changed surety bond requirements for contractors working in the Village of Wheeling on general Building permits.



**CONTRACTOR REQUIRMENTS**

**PLUMBING CONTRACTOR**

IL Plumbing License (058)  
 IDPH Registration Certificate beginning with #055  
 Plumbers 058 or "J" number) The City of Chicago\* or State License Number Plumbers  
 Letter of Intent for all within 5 feet of structure. No fee  
*Per (225 ILCS 320/37) (from Ch. 111, par. 1135) of The Illinois Plumbing License Law*

*A letter of intent shall be included with all plumbing permit applications. The letter shall be written on the licensed plumber of record's business stationery and shall include the license holder's signature and, if the license holder is incorporated, the license holder's corporate seal. If the license holder is not incorporated, the letter must be notarized.*

**ROOFING CONTRACTOR**

IL State Roofer's License  
 LIMITED residential of 8 units or less only.NO COMMERCIAL WORK  
 UNLIMITED ALL COMMERCIAL AND RESIDENTIAL  
 Certificate of Insurance  
 Fee  
 IL PHOTO ID  
 Contract on Letterhead with Company Name, Address, Phone, Email, and Roofing License Number

**LAWN IRRIGATION CONTRACTOR**

Submit a copy of their IDPH Registration Certificate beginning with #60.  
 Lawn Irrigation MUST provide a copy of their CCDI License.  
 PROVIDE PLUMBER ON PERMIT APPLICATION  
 Letter of Intent

**ELECTRICAL CONTRACTOR**

Current City Registration (ELECTRICAL LICENSE)  
 Certificate of Insurance  
 Fee

**CONCRETE, ASPHALT, AND PAVER CONTRACTOR**

Bond  
 Certificate of Insurance  
 Fee

**FIRE ALARM and FIRE SPRINKLER CONTRACTOR**

State Fire Alarm License  
 NO FEE  
 Certificate of Insurance

**HOOD AND DUCT**

LICENSED FIRE EQUIPMENT DISTRIBUTION  
 Certificate of Insurance  
 Fee

ALL OTHER CONTRACTORS:

Insurance

Fee

MASON

CARPENTER

GENERAL

EXCAVATOR

SEWER

SIGN-ELECTRICAL LICENSE MAY BE REQUIRED

HVAC

Elevator

State license.

No Fee

DEMOLITION CONTRACTOR

A performance bond or other performance surety, satisfactory to the village attorney, in an amount of one hundred fifty percent of the contract for the demolition work or, if there is no contract, one hundred fifty percent of the reasonable estimated cost of the work required under this Chapter to cover the cost of demolition, and the removal of the building and all other work required under the demolition permit, including inspectional fees and incidental expenses.

A copy of a certificate of insurance in the amount of: Three hundred thousand dollars for property damage, and five hundred thousand dollars for personal injury for all buildings two stories or less; or one million dollars for property damage and five hundred thousand dollars for personal injury for all buildings over two stories.