

CONTRACTOR REGISTRATION

VILLAGE OF SUGAR GROVE

GENERAL INFORMATION

Revised 5/1/26

(Title 3, Contractor Registration, Chapter 6 of the Village Code)

Any contractor engaged in or having obligation to do work where the scope of work requires a building permit shall; THE NAME OF THE COMPANY MUST BE THE SAME ON ALL DOCUMENTS.

****Right-of-way - Minimum surety (bond or letter of credit): \$ 25,000.00 Certificate of Insurance listing the Village and Staff as additional insureds is required and certificate must list the Village****

- ☐ complete the application for Contractor Registration and pay \$150.00 (valid for one year from the date paid); and,
- ☐ provide a certificate of satisfactory insurance with:
 - the Village of Sugar Grove, 601 Heartland Dr., Sugar Grove, IL 60554 listed as certificate holder,
 - for Commercial General Liability \$1,000,000 minimum,
 - for Workers Compensation \$1,000,000 per accident, or as State or Illinois requires; and,
- ☐ provide a \$10,000 (\$25,000 for ROW) per occurrence License & Permit Surety Bond of original copy:
 - Obligatee shall be Village of Sugar Grove, 601 Heartland Dr., Sugar Grove, IL 60554
 - Type of contractor shall be identified (i.e., General, Carpenter, Mechanical, etc.),
 - Signature of principal shall be provided and submitted to the Village,
 - Self-issued bonds are **NOT** accepted. Insurance or Bond Company shall prepare all bonds.
- ☐ provide satisfactory licenses required by profession:
 - **Roofers** must also submit a current copy of their Illinois State License.
 - **Electricians** must also submit a current copy of their electrical license obtained by passing an exam from another Illinois municipality. Fee and bond requirements are **waived** per state statute.
 - **Plumbers** must also submit their State of Illinois Contractor Registration and State of Illinois or City of Chicago Plumbing License. Fee and bond requirements are **waived** per state statute.
 - **Lawn irrigation installers** must also submit their current State of Illinois Department of Health Certificate of Registration. Fee and bond requirements are **waived** by state statute.
 - **Fire Suppression/Sprinkler** must also submit a copy of their Illinois State License for the current year. Additional information may be required from the Fire Districts.

For your protection as a homeowner, select a qualified contractor for all home improvement projects. For homeowners and contractors, additional information on home repair and remodeling is available with the Illinois State Attorney's Home Repair and Remodeling Act at www.illinoisattorneygeneral.gov

The Village of Sugar Grove has a procedure in place for the revocation of contractor registration if complaints received are validated. Please see Ordinance Number 20130416A.

Building Division, 601 Heartland Drive, Sugar Grove, IL 60554; 630-391-7220; fax 630-391-7245
permits@sugargroveil.gov

VILLAGE OF SUGAR GROVE
601 HEARTLAND DRIVE
SUGAR GROVE, IL 60554
630-391-7220 phone 630-391-7245 fax
Monday – Friday 8:00 a.m.-4:30 p.m.
permits@sugargroveil.gov

**APPLICATION FOR
CONTRACTOR REGISTRATION**

OFFICE USE ONLY

- ☐ COI
☐ BOND
☐ LICENSE

REG EXP: _____

SCAN: _____

NAME OF BUSINESS _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE NO. _____ FAX NO. _____ CELL _____

E MAIL _____ CONTACT _____

TYPE OF CONTRACTOR:	☐	GENERAL	☐	CARPENTER	☐	CONCRETE	
☐	DEC BRICK	☐	DRYWALL	☐	ELECTRIC	☐	EXCAVATION
☐	FENCE	☐	HVAC	☐	INSULATION	☐	IRRIGATION
☐	MASONRY	☐	PAVING	☐	PLUMBING	☐	POOL INSTALL
☐	ROOFING	☐	SEWER/WATER	☐	SIDING/ EXT. OR WINDOWS	☐	OTHER / LICENSE NO. _____

BUSINESS OWNER'S NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE NO. _____ FAX NO. _____

INSURANCE AGENT: _____ PHONE: _____ - _____ - _____

No registration shall become effective until such date as the required proof of bond, insurance and / or licenses have been submitted and are on file with the Village. I have affirmed that the bonds and insurance that are required by the Village Code will remain in full force and effect until all work has been certified by the Building Inspector. I declare that I have a thorough knowledge of all codes, amendments, ordinances and regulations of the Village of Sugar Grove and agree to construct improvements in compliance with all provisions of the code and ordinance of the Village of Sugar Grove.

Owner or Authorized Person's Signature

Date

NON – REFUNDABLE FEE \$150.00 (Except Electricians and Plumbers)

Building Division, 601 Heartland Drive, Sugar Grove, IL 60554; 630-391-7220; fax 630-391-7245
permits@sugargroveil.gov