

## **7-0-1: Contractor Registration**

### **7-0-1: CONTRACTOR REGISTRATION:**

Contractors who seek to perform work in the Village for which a Village permit is required or contractors performing lawn maintenance/landscaping work as defined by article 8-41 of this Code shall be required to register with the Village according to this code. No permit will be issued for work to be performed by a contractor until the contractor has registered in accordance with this code and paid a registration fee as listed in the Annual Fee Ordinance.

A. Registration: Registration shall be submitted electronically to the Village and shall include the following information:

1. The contractor's full name, business name, full address of the business, business telephone and federal employer identification number (FEIN);
2. Whether the business is a sole proprietorship, partnership, or corporation and if a corporation, the name of the registered agent;
3. If the contractor is a corporation, annual certification from the Illinois secretary of state that the corporation is in good standing in the state of Illinois as either a domestic or foreign corporation and has not been dissolved;
4. If the contractor is required to be licensed by the state of Illinois, a copy of the current license with the license number; and
5. An original certificate of insurance or policy declaration documenting that the contractor carries general liability insurance with a minimum of one million dollars (\$1,000,000.00) per occurrence, bodily injury insurance with a minimum of five hundred thousand dollars (\$500,000.00) per occurrence, property damage insurance with a minimum of one hundred thousand dollars (\$100,000.00), and workers' compensation insurance at the statutory minimum amounts.
  - a. Sole proprietorships and partnerships with no employees are exempt from the worker's compensation insurance requirement.
  - b. Contractors who are engaged to perform work in the public right of way shall be required to name the Village of Oak Park as an additional insured on their policies of insurance and to provide proof of that insurance to the Village.
  - c. Contractors who are required to maintain insurance as part of their state licensure shall be required to provide proof of insurance only in forms and amounts required by state law.

B. Reciprocity: Any contractor who is required to register with the state of Illinois, may, in lieu of the registration required by subsection [7-0-1A](#) of this section, provide the Village with its state registration and license.

C. Registration Expiration And Renewal: A contractor's registration issued pursuant to this section shall be valid for one year from the date of issuance. Upon expiration, a contractor may renew its registration from the date of issuance pursuant to the procedures set forth in subsection [7-0-1A](#) of this section.

D. Reporting Changes In Registration: Contractors who experience a change in the business structure, name, or location; changes in ownership of the registered contractor; or changes in the license listed on the registration application shall reapply for registration and pay the

| applicable fee listed in the Annual Fee Ordinance. The new registration will be valid for a one year period.

E. Business Location: Should a contractor operate a business governed by this section within the Village's boundaries, a business license shall also be required.

F. All contractors performing lawn maintenance/landscaping work are subject to the equipment restrictions contained in section [8-41-4](#) of this Code. Lawn maintenance/landscaping contractors shall not be subject to the registration fee until the year 2025 and thereafter, but shall be required to register with the Village. (Ord. 2014-0-52, 8-4-2014; amd. Ord. 23-19, 3-13-2023)