

VILLAGE OF GILBERTS

CONTRACTOR REGISTRATION REQUIREMENTS

1. Registration Form filled out in its entirety and signed
(ORIGINAL MUST BE RETURNED)
2. Proof of Liability Insurance, naming Village of Gilberts as Certificate Holder
3. Surety Bond (License & Permit Bond) for not less than \$3,000.00 naming
Village of Gilberts as Obligee

* Your insurance company may fax Proof of Liability Insurance and Surety Bond to us at 847-551-3382. However, the originals must follow as soon as possible.

4. Minimum registration fee of \$50.00 for calendar year registration (see attached fee schedule)
5. Copy of current Specialty License/Certificate if applicable
(Plumbing, Electrical, Roofing, etc.)

NOTE: Plumbers and Low Voltage Security Services are exempt from the registration fee and the insurance requirements. We do, however, request you fill out the registration form with your company information and provide a copy of your specialty license/certification for file. Please contact the Building Department at 847-428-4167 if you have questions.