

*What is the fee for a Contractors*

*Registration and how long is it valid for?*

The fee for registration is \$100 and is valid for one calendar year from date registration is received.

Make checks payable to the Kankakee County Treasurer.

*What forms must be completed to become a registered contractor and where can I get them?*

Contractor Registration Application

\*No Employee Affidavit Form

*\*This form only applies to contractors with no*

*When do I need to complete the*

*Contractor List form?*

A Contractor List must be completed and submitted when applying for a building permit. The list requires information on all contractors working on a project. All contractors must comply with the requirements of the Ordinance and be approved before work can begin.

Any changes to the Contractor List after a building permit has been issued must be approved prior to the new contractor beginning work. Changes may be submitted by telephone, calling will ensure that all Contractors are approved to work within the unincorporated areas of

## GUIDE TO BECOMING A REGISTERED CONTRACTOR



Kankakee County Planning Department

Building Division

189 E. Court St., Room 201

Kankakee, IL 60901

815.937.2940

Fax: 815.937.2974

Hours: M-F 8:30-4:30

[www.k3county.net/plan.html](http://www.k3county.net/plan.html)

## *Why a Contractor Registration*

### *Program?*

The Contractor Registration Program was implemented on June 1, 2000. This program is an amendment to Chapter 5 of the Kankakee County Code. The program was designed to protect the public health, safety and welfare of the citizens of Kankakee County.

### *What is required to become a registered contractor?*

The Registration Program requires all contractors performing work that requires a building permit in unincorporated Kankakee County to become registered before a permit will be issued. The

If the applicant is a sole proprietor or is in a partnership and does not have any employees, a “No Employees Affidavit” form shall be submitted from the parties involved in the business with the license application to waive the Workers’ Compensation requirement. The affidavit



must be notarized in order to be valid. Notary services are available within the Building Division Office.

Contractors are required to deposit a License and Permit Surety Bond bound to

Insurance and Bond documents must remain valid for the duration of the licensing year. The Ordinance requires a 10 day written notice prior to the cancellation of insurance and/or bond. A cancellation of coverage will cause the license to be suspended until proof of current coverage is submitted.

*\*A registration suspension could result in work delays.*

### *Is a State License Required?*

A State of Illinois License is required if you are a plumber or a roofer. Proof of these licenses is required before you can obtain a Kankakee County Contractors Registration.

Applications for State of Illinois Licenses can