

East Moline

CONTRACTOR REGISTRATION REQUIREMENTS

Register online and pull permits through the portal

Any person, firm or corporation doing business as a contractor in the City of East Moline shall register annually with the Inspection Department. For registration you will need to have the following items - partial packets are not acceptable.

1. Completed Registration Form. (You must be sure and sign the bottom of the form.)
2. An East Moline Continuous Code Compliance Bond (**on our form**) in the amount of \$10,000 for **all contractors except plumbing**. We must receive the original bond, signed by the owner with seal or stamp from bonding agent and power of attorney attached. **Bonds on file can be no older than 5 years.**
3. A Certificate of Insurance for the duration of the registration must be obtained and maintained for public liability and property damage insurance with a minimum of \$100,000 for each occurrence of property damage; and \$300,000 for each occurrence of personal injury or bodily harm.
4. Proof of Workers Compensation Insurance or that you are an approved self-insurer of Worker's Compensation. (Proof shall either be a Certificate of Insurance from the insurance provider or the Certificate of Approval from the Illinois Industrial Commission) ...OR... If you are a sole proprietorship or partnership then you will not be required to provide proof of Worker's Compensation Insurance, however, must provide a notarized Sworn Statement that you have no employees.
5. The fee for registration shall be Sixty Dollars (\$60.00) and shall be valid for one (1) year – expiring on December 31st each year. There are no prorated fees.
6. Copy of Applicable License: (Roofing license is required for General Contractors if roofing is included in work performed. All Plumbing, Mechanical, Electrical and Fire Related Contractors **must** supply a copy of their license as part of their registration.)

NOTE:

- Mail-in permit applications are accepted from Mechanical, Electrical and Plumbing Contractors only. The City must receive applications before work is begun.
- If for any reason, the aforementioned items should lapse during that registration year, you must reapply for registration including payment of an additional Sixty Dollar (\$60.00) registration fee.
- Complete registration packets are required. Do not bring your registration to the Inspections Department until it is complete and ready to be put on file.
- If you have any questions regarding your registration, please call Amy, Sean, or Jorge at 309-752-1599 or email emsecretary@eastmoline.com for more information.