



HOMEOWNER'S
CONTRACTOR REGISTRATION APPLICATION & AFFIDAVIT

1. **Homeowner's** may apply for initial registration **in-person, email, or mail**. If applying via mail or email submit A Notarized copy of a state ID or Driver's License. (Contractor's must always apply in-person).
2. Submit a copy of your **Homeowner's Insurance** showing General Liability coverage in the amount of **\$1,000,000**, and naming Cook county Building & Zoning 69 W. Washington #2830 Chicago, IL 60602 as an additional insured.
3. A notarized **Affidavit of Child Support Obligations** form, completed by person registering.
4. A fee of **\$105.00** for any trade other than General (Homeowner's do not pay for acting as a General) shall be made payable **by check or money order**, to: Cook County Collector.

Homeowner: _____

Property Address: _____

Cell # & email: _____ Permit # _____

Reminder: If you have a permit be sure to include a Letter of Intent.

Check all of the following contractor types for which you are registering:

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Above Ground Pool | <input type="checkbox"/> Carpentry | <input type="checkbox"/> Concrete | <input type="checkbox"/> Damp Proofing |
| <input type="checkbox"/> Demolition** | <input type="checkbox"/> Drywall | <input type="checkbox"/> EIFS/Stucco/Plaster | <input type="checkbox"/> Excavating/Grading |
| <input type="checkbox"/> Fence | <input type="checkbox"/> General -NO TRADES(No Fee) | <input type="checkbox"/> General w/ TRADES (no fee) | <input type="checkbox"/> HVAC |
| <input type="checkbox"/> Insulation | <input type="checkbox"/> Landscaper | <input type="checkbox"/> Masonry/Brick/Stone | <input type="checkbox"/> Painter |
| <input type="checkbox"/> Roofing | <input type="checkbox"/> Shed/Detached Garage | <input type="checkbox"/> Other _____ | **Will require a Bond |

The applicant hereby states on oath that he/she is familiar with all pertinent Cook County Building Codes and Zoning Ordinances and agrees to fully comply with the same. The applicant also acknowledges that if someone working on a job is not listed correctly on the building permit application, and/or is not properly registered or is not an authorized employee, the building permit may be revoked and the case referred to the Cook County State's Attorney for prosecution, assessment of violation fines and fees and revocation of the contractor registration.

1. I certify that the statements in this application for a Contractor's Registration are true and correct to the best of my knowledge.
2. I also certify that I will abide by all applicable Articles and Provisions as mandated by the International Building Code – 2009 Edition, the International Residential Code – 2009 Edition, the Cook County Zoning Ordinance – 2003 Edition, and the 2012 International Energy Conservation Code.
3. I understand that it is my obligation to secure a building permit and to notify the appropriate inspector(s), in a timely manner, for all applicable inspections. I also understand that upon completion of construction and approval from the inspector(s), it is my obligation to notify the Department of Building and Zoning in order to obtain a Certificate of Compliance (i.e., Completion) and/or Certificate of Occupancy as applicable.
4. I further certify that I am aware of State Statutes prohibiting bribes and will not make any offers or give contributions or gratuities to any employee of the Department of Building and Zoning to influence their action. Any such activity will be referred to the Cook County States Attorney's Office for appropriate action.
5. Finally, I am aware of the **Permit Penalty Fee** of \$420 for single family residence and \$945 for all other construction started without or exceeding departmental permit approval

Please note:

- The building code requires that anytime there is more than one trade on a project, the permit will require a GENERAL CONTRACTOR
- A Homeowner that is doing work on their home, that requires a permit, is also required to register, with fees, as that type of contractor.
- Homeowner acting as a General Contractor must register but **will not** pay a fee.

Applicant's Signature

Date

QUESTIONS?? e-mail them to: cr.bnz@cookcountyil.gov
with your Name and Phone number.

Cook County Affidavit of Child Support Obligations

Effective July 1, 1998, every applicant for a County Privilege shall be in full compliance with any Child Support Order before such applicant is entitled to receive or renew a County Privilege. When Delinquent Child Support exists, the County shall not issue or renew any County Privilege, and may revoke any County Privilege.

"Applicant" means any person or business entity, including all Substantial Owners, seeking issuance of a County Privilege or renewal of an existing County Privilege from the County. This term shall not include any political subdivision of the federal or state government, including units of local government, and not-for-profit organizations.

"County Privilege" means any business license, including but not limited to liquor dealer's licenses, packaged goods licenses, tavern licenses, restaurant licenses, and gun licenses; real property licenses or lease; permit, including but not limited to building permits, zoning permits or approvals; environmental certificate; County Home Loan; and contracts exceeding the value of \$10,000.

"Substantial Owner" means any person or persons who own or hold a twenty-five percent (25%) or more percentage of interest in any business entity seeking a County Privilege, including those shareholders, general or limited partners, beneficiaries and principals; except where a business entity is an individual or sole partnership, Substantial Owner means that individual or sole proprietor.

All Applicants/Substantial Owners are required to complete this affidavit and comply with the Child Support Enforcement Ordinance before any privilege is granted. Signature of this form constitutes a certification that the information provided below is correct and complete, and that the individual(s) signing this form has/have personal knowledge of such information.

Privilege Information:

County Privilege: Contractor Registration

County Department: Building and Zoning

Applicant Information

Last Name: _____ First Name: _____ MI: _____

SS# (Last four digits): _____ Date of Birth: _____

StreetAddress: _____

City: _____ State: _____ Zip: _____

Home Phone#: (_____) _____ - _____ Driver's License#: _____

Child Support Obligation Information:

The undersigned applicant, being duly sworn on oath or affirmation hereby states that, to the best of my knowledge: (place an "X" next to "A", "B", "C", or "D")

- A. The applicant has no judicially or administratively ordered child support obligations.
- B. The applicant has outstanding judicially or administratively ordered obligation, but is paying in accordance with the terms of the order.
- C. The applicant is delinquent in paying judicially or administratively ordered child support obligations.
- D. The applicant is not a substantial owner as defined above.

The undersigned applicant understands that failure to disclose any judicially or administratively ordered child support debt owed will be grounds for revoking the privilege.

Signature: _____ Date: _____

Subscribed and sworn to before me this

_____ day of _____, 20_____

_____, Notary Public

Note: The above information is subject to verification prior to the award of the contract.