

FREQUENTLY ASKED QUESTIONS

Can I get a building permit if my contractor is not yet registered?

No, a building permit will not be issued until all contractors are registered with the Will County Land Use Department.

Can I fax a copy of my surety bond to your office?

No, only original copies of a contractor's surety bond will be accepted.

I am a self-employed contractor and don't have employees. Do I still need to carry Workers Compensation insurance?

No, you are not required to have workers compensation insurance unless you have employees. However, you will still need to sign a No-Employee Affidavit available upon request from the Will County Land Use Department.

My surety bond and/or liability insurance will expire before the end of the year. Do I need to provide a copy of my certificate of insurance renewal?

In order to keep your contractor registration current, you must ensure that all bonds and insurance do not expire during a calendar year.



Lawrence M. Walsh
County Executive

For additional information about building issues in unincorporated Will County, contact the Will County Land Use Department, Building Division.

Street Address

58 E. Clinton St., Suite 500
Joliet, IL 60432

Phone Number

815-727-8634

Fax Number

815-727-8638

Email Address

building@willcountylanduse.com

Internet address

www.willcountylanduse.com

CONTRACTOR REGISTRATION

The "Why & How" to Register Your Trade in Will County



WHY MUST CONTRACTORS BE REGISTERED?

Since 1993, all general contractors and subcontractors working in unincorporated Will County have been required to be registered with the Land Use Department, carry appropriate insurance and also be bonded in the event that work is not completed as per the ***Will County Building Ordinance*** and State law.

Registration of contractors ensures that residents of Will County can confidently hire tradesmen who are mindful of local building codes, ordinances and other requirements.

WHO MUST REGISTER AS A CONTRACTOR?

Will County defines a “contractor” as any person, partnership, corporation or other business entity engaged in the business of constructing, repairing, modifying or renovating buildings or other structures or lots and all trades and crafts associated with such work, including (but not limited to) the following:

- General building contractors;
- Excavating contractors;
- Carpentry contractors;
- HVAC contractors;
- Mechanical contractors;
- Electrical contractors;
- Plumbing contractors; and
- Subcontractors

“Subcontractors” are defined as a contractor who performs only that type of work that is classified as a trade including (but not limited to):

Carpentry	Plumbing
Cement	HVAC
Brick/Masonry	Drywall
Damp proofing	Electric
Excavating	Insulation
Housemovers	Swimming Pools
Siding/Drivet Siding	Elevator installers
Irrigation (sprinkler system)	

Homeowners, his/her family member or an unpaid friend engaged in constructing, altering or repairing his/her personal residence or lot shall not be considered a contractor.

HOW DOES ONE REGISTER AS A CONTRACTOR?

Contractor registration in Will County involves a few simple steps*. Contractors must:

1. complete a contractor registration application;
2. pay the required fee;
3. provide proof of general liability and worker’s compensation insurance; and
4. provide an original copy of a surety bond in the amount of \$10,000.00 (payable to the County of Will).

Plumbers and electrical contractors must also provide a *Letter of Intent* that includes the name of the property owner, property

address where the work is to be performed and a description of the work to be completed.

Electrical contractors must also provide a copy of a *City Electrical License* showing 1) the location of the test, and 2) the test date.

Roofing contractors must provide a copy of their license from the *IL Dept. of Financial and Professional Regulation*.

*Plumbing contractors must provide proof of licensure from the *IL Dept. of Public Health*. No additional bond or insurance is required.

WHAT DOES CONTRACTOR REGISTRATION COST?

There are four types of contractor registration: general contractor, general contractor with trades, subcontractor and construction manager. All registration fees are valid for one calendar year from January 1 to December 31. Contractors registering after July 1 qualify for a reduced fee. The fee for each type of registration is as follows:

Contractor Type	Fee	Fee after July 1 st
General Contractor	\$150.00	\$75.00
General Contractor with Trades	\$250.00	\$125.00
Subcontractor	\$75.00	\$40.00
Construction Manager	\$150.00	\$75.00