



# Riverdale Fire-Rescue Department

725 West 138<sup>th</sup> Street • Riverdale, Illinois • 60827-2498  
Inspectional Services 708/849-1798  
Fax (708) 896-6594

|                                    |
|------------------------------------|
| Fee Paid _____/_____/_____         |
| Amount Paid: <b>\$175.00</b> _____ |
| Initials: _____                    |

## APPLICATION FOR CONTRACTOR REGISTRATION

FIRM NAME \_\_\_\_\_

OWNER/PRESIDENT NAME \_\_\_\_\_

BUSINESS ADDRESS (NO PO BOXES) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
NO. AND STREET CITY STATE ZIP

BUSINESS PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_ FAX # \_\_\_\_\_

EMAIL \_\_\_\_\_

TYPE OF CONTRACTOR:

- BUILDING/GENERAL     ELECTRICAL     HVAC     PLUMBING     ROOFING     MASONRY
- CONCRETE/CEMENT/PAVING     OTHER (please describe) \_\_\_\_\_

**\*PLEASE NOTE THAT ALL SUBCONTRACTORS MUST BE REGISTERED SEPERATELY**

### Terms and Conditions

REQUIREMENTS ARE AS FOLLOWS:

STANDARD SURETY BOND - \$5,000 Minimum

ELECTRIC SURETY BOND-\$5,000 Minimum

A certificate of insurance (personal injury minimum \$100,000 and property damage minimum \$100,000) listing the Village of Riverdale as the certificate holder must accompany all applications. All documents must have corresponding/matching addresses. No PO boxes are permitted.

Electricians, plumbers and roofers must provide a copy of your current state license.

The application fee will be waived for all State of Illinois licensed plumbers. This does not apply to permit fees.

I understand the issuance of this registration is conditioned upon compliance with all village ordinances/inspections. No work may commence until registration and permits are issued for each job.

I also understand that it is my responsibility to ensure that all subcontractors hired by my company are registered with the Village of Riverdale.

*By signing below, you acknowledge that you understand and agree to all the above conditions.*

Applicant Printed Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**CONTRACTORS' REGISTRATIONS ARE ISSUED FOR A PERIOD OF ONE YEAR FROM DATE PAID.** Checks are to be made payable to the VILLAGE OF RIVERDALE. You may need to update Surety Bonds, Certificate of Insurance or License if needed throughout that one year period.

All work performed on site shall be subject to inspections by duly authorized personnel of the Village of Riverdale through the Riverdale Fire-Rescue Department: Inspectional Services Division. Prior to performing work on site, check with the Inspectional Services Department at 708-849-1798 regarding the need to secure a permit. **ALL PERMITS MUST BE ISSUED BEFORE THE START OF ANY WORK.**

For Plumbing Contractors only: Plumbing contractors must provide a certificate of insurance and a copy of your State of Illinois Plumbing license from the Illinois Department of Public Health. You must complete the enclosed application but are exempt from the \$175 renewal fee.

Make sure you obtain a building permit before any work is conducted. No work is permitted in the Village of Riverdale without first securing a building permit. Failure to secure a permit before work begins will result in tickets and fines being issued. It can take approximately 3-10 business day to process a building permit. All building permits go through a process which includes checking ownership of property and any outstanding debt owed to Village by owner. To help expedite the process please make sure the following items are turned in with building permit application:

- Applications must be completely filled out and signed.
- Attach a scope of work, list of material and cost of job (including materials and labor)
- If work is being done for fences, concrete or new structures, please enclose a plat of survey on property.
- New windows require a list of type of windows being installed and the U-value (U-factor) of the window.

The Village of Riverdale has adopted the following codes for work done in the Village:

1. International Building Code, 2021 Edition
2. International Residential Code, 2021 Edition
3. National Electrical Code, 2021 Edition
4. Illinois Plumbing Code, 2014 Edition
5. International Mechanical Code, 2021 Edition
6. International Fire Code, 2021 Edition
7. International Property Maintenance Code, 2021 Edition
8. International Energy Conservation Code, 2021 Edition
9. The Illinois Accessibility Code, 2021 Edition
10. International Fuel Gas Code, 2021 Edition

Code amendments are found in the Riverdale Municipal Code which are on the website: [www.villageofriverdale.net](http://www.villageofriverdale.net)  
For further information regarding contractors' registrations and permit requirements, call the Inspectional Services Department at 708-849-1798.