

# Village of Hillside

## Contractor Requirements

### Permitting

Effective March 1, 2001, all contractors doing business within the corporate limits of the Village of Hillside must meet the following requirements prior to commencement of work:

1. All contractors and subcontractors must obtain a \$55.00 Village of Hillside Contractor License. The License can be purchased from the Public Works Facility. **(Not Required for Plumbing Contractors)**
2. All contractors and subcontractors must submit an original Certificate of Insurance listing the Village of Hillside as an additional insured. **(Not Required for Plumbing Contractors)**
3. The Village must receive copies of the following licenses for individuals performing associated work: State of Illinois Plumbing License, Electrical Contractor License, State of Illinois Roofing License, State of Illinois Alarm Contractor License, U.S. issued HVAC – CFC Card
4. Plumbing Contractors must submit with any permit application a letter of intent. The letter shall be written on the licensed plumber of record's business stationary and shall include the license holder's signature and, if the license holder is incorporated, the license holder's corporate seal. If the license holder is not incorporated, the letter must be notarized.
5. All contractors and subcontractors must submit an original License and Permit Bond in the amount of \$10,000.00 **(Not Required for Plumbing Contractors)**. The Bond must contain the following clause:

#### **Hold Harmless Clause** Required for all Contractors

Shall save and hold harmless the Village of Hillside, Illinois from any loss, costs and damages, expenses or liability of any kind resulting from the issuance of said license or permit.

#### Useful address and phone numbers:

Hillside Public Works Dept.  
425 Hillside Avenue  
Hillside, IL 60162  
708-202-3434  
Fax 708-202-3432  
Contractor Requirements Rev. 8-22-08