



APPLICATION FOR CONTRACTOR CERTIFICATE OF REGISTRATION

I HEREBY MAKE APPLICATION TO THE CITY OF STERLING, ILLINOIS, COUNTY OF WHITESIDE, FOR A CONTRACTOR CERTIFICATE OF REGISTRATION.

THE NAME OF THE PERSON/FIRM/COMPANY APPLYING FOR REGISTRATION SHALL BE KNOWN AS:

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Business Name

Owners Name

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Business Address

Contact Name

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Business/City, State, Zip

E-Mail

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Business Phone

Cell Phone

**NOTE: This is a one time fee as long as Insurance and Bonding is submitted yearly. Any lapse in submission will result in termination. All permitted work is required to have a permit before work is started by the Contractor or Owner, preferably by the Contractor.**

TYPE OF CONTRACTOR: \_\_\_\_\_

Check Those That Apply:

1) Electrician \_\_\_ #\_\_\_\_\_

2) Plumber \_\_\_ Lic.#\_\_\_\_\_

3) Roofing \_\_\_ Lic.#\_\_\_\_\_

4) Tri-City Bonding \_\_\_

**Insurance Expiration Date:** \_\_\_\_\_ **Bond Expiration Date:** \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

APPLICATION APPROVED BY: \_\_\_\_\_ BUILDING OFFICIAL

DATE: \_\_\_\_\_

REGISTRATION #: \_\_\_\_\_

APPLICANT HAS RECEIVED A COPY OF OUR BOND AND INSURANCE REQUIREMENTS.

CITY OF STERLING  
DEPARTMENT OF BUILDING & ZONING  
212 3<sup>rd</sup> Avenue, Sterling, IL 61081  
Phone: (815) 632-6624, Fax: (815) 632-6673  
Email: Hilda Thielen/Departmental Secretary  
[hthielen@sterling-il.gov](mailto:hthielen@sterling-il.gov)

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**CONTRACTOR REGISTRATION REQUIREMENTS**  
**CITY OF STERLING**

**REGISTRATION FEE**

*(if lapse occurs, termination is possible)*

\$50.00 Registration Fee to be paid one time only as long as a **current** Certificate of Insurance and a **current** License Bond Certificate are on file with the City.

**(Plumber's Are Exempt from Registration Fee)**

**CERTIFICATE OF INSURANCE** (one copy)

*(current certificate must be submitted annually)*

Certificate of Insurance showing City of Sterling as certificate holder:

\$100,000/\$300,000 Public Liability or

\$50,000 Property Damage

\$10,000 Per Occurrence for "Home Repair/Remodel not in Conformance with Applicable Codes"

**Important Note: the *Certificate Holder* should say "City of Sterling/Building Department" with the above address**

**LICENSE BOND** (one copy)

*(must be renewed annually with continuation certificate)*

\$15,000 License Bond honoring the City of Sterling **(Plumber's Are Exempt)**

(available through your insurance agent)

The City of Sterling will honor the \$45,000 License Bond honoring each of the cities (Rock Falls, Dixon, and Sterling) for \$15,000 each (available through your insurance agent)

**NOTE - Valid Licenses Required for:** Roofing and Plumbing (State of Illinois), and Electrical (Applicant shall have obtained a passing score upon a test administered to electrical registration in any city provided that the test taken was based upon the latest issue of the National Electrical Code in force at that time)

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