Lake in the Hills Contractor Registration Requirements

To apply for a Lake in the Hills contractor registration, please complete an online application on the Village’s website portal. Below is a website link to start your online contractor registration application on that portal. As an alternative to the online portal, you can apply using the Contractor Registration Application on paper. However, this may take longer to process.

http://www.lith.org/cd/page/public-portal

Below is a list of contractor registration-required documents that need to accompany your application in order for it to be approved. Please upload your documents as one PDF with your online application.

1. **Certificate of Insurance** showing $1,000,000 minimum coverage for general liability, each occurrence, and product and completed operations. Please list the Village of Lake in the Hills as the certificate holder.

2. **A surety bond for $10,000** listing the Village of Lake in the Hills as the certificate holder. Per the Municipal Code Chapter 38.02, a hold harmless statement must be included on the surety bond.

3. **Proof of good standing from the Illinois Secretary of State is required for corporations and LLCs.** This can be obtained at [www.ilsos.gov/corporateLLC](http://www.ilsos.gov/corporateLLC). It is not necessary to purchase the certificate. A printed screen shot of the business record from the ilsos.gov website is acceptable. If your company is individually held, this does not apply.

4. **Electrical contractors** need to provide with their application a certificate of insurance, a surety bond, proof of good standing from the State of Illinois and a current copy of the electrical license.

5. **Roofing, plumbing, and sprinkler contractors** only need to submit a copy of their State of Illinois license. Certificate of insurance, surety bond, and the $75 fee are not required.

6. **Plumbing contractors** are to submit a letter of intent for their work they will be doing, as well as a copy of the 055 and 058. A certificate of insurance and a surety bond are not required for plumbers.

7. **The 2019/2020 Lake in the Hills contractor registration fee is $75, and is valid through December 31, 2020.** Online credit/debit card payments can be made on the Village’s website under the “Make a Payment” section. A 2.35 percent convenience fee will apply. To make the online payment, you will need your online portal number that starts with an L and is followed by 6 digits to make the online payment. Below is the link to make a one-time online payment.


Application and payment can also be done with check by mail or in person at:
Lake in the Hills Village Hall
600 Harvest Gate,
Lake in the Hills, IL  60156

For assistance, please contact the Lake in the Hills Village Hall at 847-960-7400 Monday through Friday, 8:30 a.m. to 5:00 p.m.
Village of Lake in the Hills Contractor Registration Application

Contractor registrations are $75 and are valid from January 1 to December 31. To apply, please complete this form, attach a copy of the applicable documents, (surety bond, certificate of insurance, certificate of good standing, and/or licenses), check for $75 made payable to the Village of Lake in the Hills, and forward it to the Lake in the Hills Village Hall. Contractor registrations can alternatively be applied for and paid for online at https://www.lith.org/cd/page/public-portal

Business Information

1. Business Name: __________________________________________________________
2. Business Owner Name: ____________________________________________________
3. Business Address: ________________________________________________________
4. City, State, ZIP: __________________________________________________________
5. Phone Number: __________________________________________________________
6. Email Address: ___________________________________________________________
7. Type of Business ( ) Individual ( ) Corporation ( ) LLC ( ) Other ____________

A Certificate of Good Standing from the Secretary of State is required of corporations and LLCs. Not from companies that are individually held. A screen shot of the listing can be downloaded at https://www.ilsos.gov/corporatellc/

Business Insurance Information  (This does not apply to State-licensed contractors such as roofers, plumbers, and sprinkler contractors)

1. Surety Bond Number: ______________________  Surety Bond Expiration Date: __________
2. Insurance Certificate Expiration Date: ____________________

Contractor Specialty Information  (Circle all that apply)

<table>
<thead>
<tr>
<th>Asphalt</th>
<th>Concrete</th>
<th>Carpenter</th>
<th>Electric</th>
<th>Fence</th>
<th>General Contractor</th>
</tr>
</thead>
<tbody>
<tr>
<td>HVAC</td>
<td>Landscaping</td>
<td>Lawn Sprinkler</td>
<td>Plumbing</td>
<td>Pools</td>
<td>Roof</td>
</tr>
<tr>
<td>Siding</td>
<td>Sign</td>
<td>Water Softener</td>
<td>Solar</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Plumber, Roofer, State License Number: ___________________________ Expiration Date: __________
Electrician License Number: ___________________________ Expiration Date: __________

(Please submit a current copy of the plumbing, roof, or electrical license)

The Village of Lake in the Hills has adopted the following building codes: