

**REGISTRATION MUST BE DONE IN-PERSON AT CITY HALL.  
REGISTRATION IS FREE.**

Contractors must provide the following for registration. If you have any questions regarding the registration process please contact the office at (847) 746-4018. Forms are available on line at [www.cityofzion.com](http://www.cityofzion.com).

**GENERAL CONTRACTOR**; (this includes roofers, excavators, siding, etc.)

- A “general contractors” registration must be completed.
- A Certificate of Insurance showing the City of Zion as certificate holder and listed as ADDITIONALLY insured must be submitted at time of registration.
- Picture ID is required of the owner of company and of each person that will be allowed to sign for permits. (ID must be valid driver’s license or state ID, copy of such must be submitted at time of registration)
- Roofers must provide a copy of the companies State of Illinois roofing license.
- Excavating requires a \$10,000 or \$25,000 excavating bond. Bond amount will be determined by the project. Bond is only required when going into the public right-of-way.

**HEATING/MECHANICAL CONTRACTOR**

- A “mechanical contractors” registration must be completed.
- A Certificate of Insurance showing the City of Zion as certificate holder and listed as ADDITIONALLY insured must be submitted at time of registration.
- HVAC/Heating license; this must be a **LICENSE not a registration**. You must provide a license from a city in the state of Illinois that provided a test for the license. The license holder must provide a picture ID.
- Picture ID is required of the owner of company and of each person that will be allowed to sign for permits. (ID must be valid driver’s license or state ID, copy of such must be submitted at time of registration)

**ELECTRICAL CONTRACTOR**

- An “electrical contractors” registration must be completed.
- A Certificate of Insurance showing the City of Zion as certificate holder and listed as ADDITIONALLY insured must be submitted at time of registration.
- Electric license. You must provide a license from a city in the state of Illinois that provided a test for the license. The license holder must provide a picture ID.
- Picture ID is required of the owner of company and of each person that will be allowed to sign for permits. (ID must be valid driver’s license or state ID, copy of such must be submitted at time of registration)

**PLUMBING CONTRACTOR**

- A “plumbing contractors” registration must be completed.
- State License or City of Chicago license AND the 055 State Registration. Only those with a plumbing license are allowed to sign for permits.
- Picture ID is required of the owner of company and of each person that will be allowed to sign for permits. All must have a plumbing license on file to sign for permits. **NO EXCEPTION** (ID must be valid driver’s license or state ID, copy of such must be submitted at time of registration)