




MEMORANDUM

TO: Board of Building Appeals (BOBA) Members

FROM: William J. Heniff, AICP, Director of Community Development 

MEETING DATE: November 6, 2019

SUBJECT: **Text Amendments to Chapter 150.143 of the Village Code:
Contractor Registration Change from Calendar Year to Annual**

Currently, a contractor registration approval is based upon a calendar year format and registrations are valid from January (or whenever they register through the year) through December 31. There is also a half price provision for contractor that register July 1st or after. Staff is recommending changing the current contractor registration ordinance from calendar year period to an annual period (see Attachment 1).

BACKGROUND

With the process of contractor registration being available online now through an automated process on the Village's website, the software makes the change to giving a 12-month registration no matter what month a contractor registers. Staff found that programming varying prices for different times of the year is also an administrative challenge. Lastly, comments back from contractors have supported this change since they get 12 months of being registered no matter what time of the year they register.

Staff also conducted research looking at other Villages to see how they handle contractor registration (see Attachment 2). Included in the staff provided documents is one titled "Contractor Registration Recap 2019" which shows how the surrounding Villages handle contractor registration. While a few still use annual registration, most have switched to using a 12-month registration based on the date the contractor registers.

Staff is also proposing two other minor changes to the contractor registration ordinance. First, remove "communication contractors" since the Village no longer registers communication/low voltage contractors. The NEC (National Electrical Code) has identified voltages under 50 volts as a separate category. That separate category (phone lines, data lines, antennae wire, and similar) is one that no longer requires a permit. If there is no permit required for that type work, there is then no need to register the contractors who perform that type work. The second change is simply adding language to state the registration can be done online as well as using a form.

ACTION REQUESTED

Staff is placing this matter on the November 6, 2019 BOBA agenda for consideration by the members. The Board of Building Appeals recommendations will then be forwarded to the Board of Trustees.

Attachment A
Proposed Amendments to Chapter 150.143 of Village Code

Below are the proposed changes relative to the contractor registration process as described in the memorandum. Additions to the code are underlined and deletions are noted in strikeout.

§ 150.143 - Contractor registration and insurance requirements.

For purposes of this subsection, a contractor is defined as any person or firm performing work as a general contractor, carpenter, electrician, ~~communications contractor~~, plumber, sewer and water contractor, excavator, concrete contractor, roofer, heating ventilation and air conditioning (HVAC) contractor, masonry contractor, iron or steel contractor, lawn sprinkler contractor, fire sprinkler contractor, paver and elevator contractor.

- (A) All contractors, as defined in subsection (A) above, performing work within the village shall be required to apply for and receive contractor registration approval from the village's Community Development Department, Building Division, prior to receiving a building permit and/or commencing contractor activities. Approved **contractor** registrations shall be effective for ~~the entire calendar year in which the registration is approved. one year from the date of issuance.~~ Contractors shall keep their registration in good standing throughout the year in which they are performing contractor services within the village. ~~The cost for an annual contractor registration shall be \$75.00. A contractor registration fee of \$75.00 shall be required for each calendar year in which the respective while contractor is working within the village, with said fee payable upon submittal of the contractor registration application form. If a contractor submits a contractor registration application form after July 1 of a given year, the registration fee will be one half of the full registration fee.~~
- (B) Along with ~~completing the contractor registration online or completing the a-completed~~ contractor registration form, all contractors must place on file with the Community Development Department, Building Division, an insurance policy to meet or exceed the following: \$300,000.00 single limit manufacturers and contractors general liability. The insurance requirement provisions shall not apply to any contractors who are required to be licensed and/or regulated pursuant to the preemption powers of the State of Illinois in the Illinois Compiled Statutes.

(Ord. 2561, passed 10-28-82; Am. Ord. 3150, passed 4-20-89; Ord. 6580, passed 2/3/11; Ord. 6717, passed 5/3/12)

Attachment B
Review of Contractor Registration Data in Neighboring Municipalities

<u>Village</u>	<u>Cost for Registration</u>	<u>Renewal</u>	<u>Renewal Verbiage/Ordinance Renewal Verbiage</u>
Bolingbrook	\$260.00	Registration Date	Annually
Buffalo Grove	\$100/\$50.00 after July 1st	Annually	Registration is per calendar year January 1st-December 31st.
Clarendon Hills	\$60.00	Annually	Registration is per calendar year
Elmhurst	\$100.00	Registration Date	Registrations are valid for one year from date of registration. The fee for such registration shall be one hundred dollars (\$100.00) per year or portion thereof.
Glen Ellyn	\$100.00 - 1 yr. /\$190.00 - 2 yr.	Registration Date	Term of Contractor Registration - Contractor registration shall be valid through a 12 or 24 month registration term as selected by the applicant provided that the required contractor license, surety bond and certificate of insurance have not expired or been suspended or terminated by the issuing authority.
Mount Prospect	\$200.00	Registration Date	The fees to be paid for licenses shall be as set forth in Appendix A, division II of the Village Code. Licenses shall be effective for a period of three hundred and sixty-five (365) days from the date of issuance.
Oak Park	\$50.00	Registration Date	Registration Expiration and Renewal: A contractor's registration issued pursuant to this section shall be valid for one year from date of issuance. Upon expiration, a contractor may renew its registration from the date of issuance pursuant to the procedures set forth in subsection 7-0-1A of this section.
Villa Park	\$75.00	Registration Date	Registrations are valid one year from issuance date.
Westchester	\$200.00	Annually	Registration is per calendar year January 1st-December 31st.

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Westmont	\$50.00	Registration Date	Failure to arrange inspections or remedy non-compliance of code related work may result in the termination of this registration and no further work within the Village shall be performed. Registration is valid for one year for the date of registration. An annual registration fee of \$50 per contractor is required. A bond in the penal sum or \$10,000 shall also be required, the condition of the bond being compliant with all ordinances of the village. Contractor fees are nonrefundable.
Wheaton	\$75.00	Registration Date	Registrations under this article shall expire one year from the date of issuance or upon cancellation of the required bond. Registrations are not transferable. In the case of a state licensed contractor the expiration of the registration shall coincide with the date of the license. Upon expiration, any and all licenses issued by the city will be renewed as a registration subject to the requirements of this division.
Winfield	\$250.00/\$125.00	Annually	All registrations shall be valid until January 31st of the year following initial issuance.
Wood Dale	\$100.00	Registration Date	Application: Registration shall occur annually and on the forms provided by the Development Administrator requiring. Expiration of Registration: A contractor's registration shall expire after one year from the date of acceptance of the registration by the Community Development Department. (Ord. O-18-025, 7-19-2018)