



Verification of Qualifications Form For Electricians, Plumbers, Sewer and Drain Layers, and Roofers

The Village of Oak Park
123 Madison Street
Oak Park, Illinois 60302-4272
www.oak-park.us

708.358.5430
Fax 708.358.5441
TTY 708.383.0048
building@oak-park.us

Building and Property Standards Department

Business Name _____

Business owner name _____

Address _____

Address _____

City _____ State _____ Zip _____

City _____ State _____ Zip _____

Phone _____

Phone _____

DO NOT USE THIS FORM if you are a roofer that does additional work, such as gutters, downspouts, soffits, and fascia, or if you are a General Contractor that also performs any of these trades. Please use the "Contractor's License" form.

The following criteria must be met before any work can be performed by you or your business in the Village of Oak Park:

- 1. State or Municipal License.** You must provide, AT THE TIME OF SUBMITTING THIS FORM, a copy of your current state or municipal certificate of registration or license. Electricians must supply a current municipal license. Plumbers, Sewers and Drain Layers, and Roofers must supply a current State License.
- 2. Insurance or Bond.** You must provide, AT THE TIME OF SUBMITTING THIS FORM, a certificate of liability insurance (minimum \$10,000 coverage) showing the Village of Oak Park as "Certificate Holder." The Village typically DOES NOT need to be shown as "additional insured," but special conditions may apply. You may substitute a \$10,000 License and Permit or Surety Bond, however, only original bonds will be accepted. A faxed or photocopied bond WILL NOT be accepted. **No insurance or bond is required from plumbers.**

Permits will not be issued unless you have fulfilled the criteria listed above, NO EXCEPTIONS.

Statement of Understanding:

I, the undersigned, agree that I will not proceed with work in the Village of Oak Park until the documents outlined above have been submitted, a permit application has been approved, and a permit has been issued by the Building and Property Standards Department. I further agree to schedule all required inspections pursuant to any permit that is issued to me for work to be performed in the Village of Oak Park.

Signature of Contractor (Applicant)

Date

Original Signature Required. Photocopies or faxes of this form will not be accepted.