

Who Needs to Register?

Any contractor performing work under a permit in the City of Joliet must be registered **before permit issuance**.

This includes — but is not limited to:

- General Contractors
- Subcontractors (electrical, plumbing, HVAC, etc.)
- Specialty contractors (fire alarm, suppression, elevators, refrigeration, etc.)

Basic Requirements — All Contractors

Every contractor must provide the following before a permit can be issued:



- Valid license (state or municipal, depending on trade) — see Requirements Chart below
- Certificate of Insurance (COI) — must list the City of Joliet as Certificate Holder

Letter of Intent (LOI) — Required Per Project

The following trades must submit a Letter of Intent for each individual project:

- Electrical
- Plumbing
- HVAC / Mechanical / Refrigeration
- Generator
- Solar / EV Charging

A valid LOI must include the following:

- Contractor name
- License number
- Project address
- Description of work (trade-specific scope)
- Signature of the contractor



Plumbing LOIs must be notarized or include a professional seal.

Questions? Contact the Building Division

Contractor Requirements Chart

Use this chart to identify which documents are required for each contractor type.

Contractor Type	License	COI	LOI	Bond
General Contractor	—	<input checked="" type="checkbox"/>	—	—
Electrical	<input checked="" type="checkbox"/> Municipal*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	—
Plumbing	<input checked="" type="checkbox"/> State (IDPH)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> (notarized)	—
HVAC / Mechanical	<input checked="" type="checkbox"/> Municipal*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	—
Refrigeration	<input checked="" type="checkbox"/> (HVAC)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	—
Fire Suppression	<input checked="" type="checkbox"/> State	<input checked="" type="checkbox"/>	—	—
Fire Alarm	<input checked="" type="checkbox"/> State	<input checked="" type="checkbox"/>	—	—
Elevator	<input checked="" type="checkbox"/> State	<input checked="" type="checkbox"/>	—	—
Roofing	<input checked="" type="checkbox"/> State	<input checked="" type="checkbox"/>	—	—
Demolition	—	<input checked="" type="checkbox"/>	—	<input checked="" type="checkbox"/> \$50,000
ROW / Utilities	—	<input checked="" type="checkbox"/>	—	<input checked="" type="checkbox"/> \$10,000
Concrete (in ROW)	—	<input checked="" type="checkbox"/>	—	<input checked="" type="checkbox"/> \$10,000
Siding	VSI Cert.	<input checked="" type="checkbox"/>	—	—
Sign	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	—	—
Generator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	—
Solar / EV Charging	<input checked="" type="checkbox"/> (Electrical)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	—

License Details & Accepted Jurisdictions

Electrical Licenses Accepted:

Chicago, Deerfield, Downers Grove, Elgin, Orland Park, Ottawa, Schaumburg, Libertyville, Woodstock, Peoria, or Springfield.

HVAC / Mechanical / Refrigeration Licenses Accepted:

Aurora, Elgin, Rockford, Freeport, Springfield, Zion, Peoria, or Joliet.

Plumbing License:

State of Illinois — IDPH *055 Plumbing Contractors License. A copy of the physical license is required; web page downloads and screenshots are not accepted.

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City of Joliet — Community Development Services | 150 W. Jefferson St., Joliet, IL 60432

Roofing License:

State of Illinois Unlimited Roofing License. A Limited license is acceptable for residential projects of 8 units or fewer.

Fire Suppression License:

State of Illinois Fire Sprinkler Contractors are licensed by OSFM – with a FSC prefix.

Fire Alarm License:

IDFPR Private Alarm Contractor Agency license.

Elevator License:

State of Illinois — OSFM Elevator Contractor License, issued by the Office of the State Fire Marshal under the Elevator Safety and Regulation Act (225 ILCS 312). Both a company contractor license and individually licensed mechanics are required on-site.

Sign License:

City of Joliet issued license, please complete [Sign Erectors License Application](#) and submit to permitapplication@joliet.gov.

Siding Certificate:

To become a VSI Certified Installer, a contractor must have one year of previous industry experience, take a class from a VSI Certified Trainer (online or in-person), and pass an exam on vinyl siding installation standards. [PEPA](#) Certification is valid for five years, after which recertification is required

Surety Bond Requirements

Some contractor types are required to obtain a surety bond before a permit is issued. A surety bond is a three-party agreement between the contractor (principal), a licensed surety company (the bond issuer), and the City of Joliet (obligee). Unlike insurance, a bond protects the City and the public — not the contractor — by guaranteeing that the work will be completed and that any damages or code violations will be remedied.

Bonds must be obtained through a licensed surety company and must name the City of Joliet as the obligee. Bonds are typically renewed annually and must remain active for the duration of the permitted work.

\$50,000 — Wrecking Bond (Demolition Contractors):

Required for any contractor performing structural demolition. The bond guarantees that demolition work will be completed safely, debris will be removed, and any damage to adjacent property, utilities, or public infrastructure will be addressed. Required prior to permit issuance.

\$10,000 — Street Obstruction Bond (ROW / Utilities / Concrete in Right-of-Way):

Required when any work is performed within the public right-of-way, including utility installation, excavation, or concrete work that affects streets, sidewalks, or curbs. The bond ensures the contractor will restore the right-of-way to its original condition upon project completion.

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