



CITY OF CHICAGO

DEPARTMENT OF BUILDINGS

General Contractor License - Renewal Form

- GC License renewal should be performed **90 days prior to the license expiration date**.
- Make a check for the annual fee payable to the **Chicago Department of Revenue**. Write the license # on the check.

<u>License Type</u>	<u>Dollar Limit Per Contract Project</u>	<u>Annual License Fee</u>
<input type="checkbox"/> Class A.....	(No Limit).....	\$2,000
<input type="checkbox"/> Class B.....	\$10,000,000.....	\$1,000
<input type="checkbox"/> Class C.....	\$5,000,000.....	\$750
<input type="checkbox"/> Class D.....	\$2,000,000.....	\$500
<input type="checkbox"/> Class E.....	\$500,000.....	\$300

- Provide a Certificate of Insurance. Each insurance policy required under this section shall name the CITY OF CHICAGO as an additional insured on a primary, non-contributory basis. The Certificate of Insurance must be issued by an insurance company or insurance broker that is currently rated B+ or better by A.M. Best Company. Credit ratings can be found at www.AMBest.com.
- Your signature on this form will serve as verification that the information in your original license application has not changed. You are required to provide any changes in information within 14 days. An authorized office, owner, member or partner must sign this form. Changes to the original application information (such as address or officers) can be attached to this Renewal Form.
- Provide a signed copy of the General Contractor's License Affidavit.
- Provide a copy of photo identification according to the business structure below that applies to your company:
 - For an individual**, the applicant's driver's license or other state-issued ID bearing the applicant's photograph, as well as a driver's licenses or other state-issued ID's bearing the photograph of anyone who either signed the application and/or anyone who signed the supporting affidavit (if different from the applicant, himself.)
 - For a general partnership**, the driver's license or other state-issued ID bearing the photograph of the partner primarily responsible for day to day management decisions for the partnership, and the driver's license or other state-issued ID bearing the photograph of anyone who signed the application and/or anyone who signed the supporting affidavit (if different from the other two individuals.)
 - For a limited partnership**, the driver's licenses or other state-issued ID's bearing the photograph of the managing partners, and the driver's licenses or other state-issued ID's bearing the photograph of anyone who signed the application and/or anyone who signed the supporting affidavit (if different from the other two individuals.)
 - For a limited liability corporation**, the driver's license or other state-issued ID bearing the photograph ID of the managing member and the driver's licenses or other state-issued ID's bearing the photograph of anyone who either signed the application and/or anyone who signed the supporting affidavit (if different from the other individuals.)
 - For a corporation**, the driver's license or other state-issued ID bearing the photograph of the corporation's president or that of the local manager or the local director and the driver's license or other state-issued ID bearing the photograph of anyone who either signed the application and/or anyone who signed the supporting affidavit.

7. Mail this signed form and the requirements above to:

**CITY OF CHICAGO
 GENERAL CONTRACTOR LICENSE
 P.O. BOX 388249
 CHICAGO, IL 60638-8249**

I, _____, as applicant (or otherwise as agent of the applicant) certify that the statements in this application are true. I understand that any false or inaccurate information contained in this license application may result in revocation of the license in addition to any other penalties provided by law. False statements made within this application also may violate federal, state and/or local law, and may subject any person making such a statement to a range of civil and criminal penalties, such as a period of incarceration, fines, and an award to the City of Chicago of up to three times any damages incurred. In addition, persons who submit false information are subject to denial of the requested City action.

Applicant's Name (print)

Title/Position in Business Entity (print)

Applicant Signature

Name of Business Entity (print)

Email Address (required)

Date