



General Contractor Registration

The General Contractor Registration Program is authorized by Galesburg Municipal Code, Article XV, 150.002. The fee is \$55 for the calendar year January 1 through December 31.

The City Clerk's office is responsible for maintaining the registration database, therefore all registration forms, payments and other information must be provided to the City Clerk's office for processing.

Who must register?

Any person, partnership, or corporation employed directly by any person, partnership, or corporation to:

1. Erect, construct, or enlarge any building, structure or fence (eg footings, concrete and masonry foundation walls, floor-wall-roof framing, decks, ramps, porches, carports, garages, additions, ramps).
2. Install or enlarge any swimming pool with water deeper than 24 inches (eg both in ground and above ground, pools that are capable of holding more than 24 inches of water-but are only filled with 12 inches will still be considered deeper than 24 inches).
3. Remodel any building or structure so as to change the means of egress, walls, beams, supports, roof pitch (eg if you remove or add exit doors, change a flat roof to a gable roof).
4. Roof or reroof a structure.
5. Renovate a building or structure that causes a change of occupancy (eg renovate a convenience store into an office space or a garage into a living room).
6. Expand or diminish the existing floor area (eg enclose a porch, carport, or awning).
7. Install siding (including E.I.F.S.).
8. Install windows (eg new installation and replacement).
9. Install a modular or prefabricated structure built off site and delivered to the construction site.

Any persons, partnerships, or corporations who are hired by the general contractor to perform any work specified above, and who are not considered employees of said general contractor, shall also be considered a general contractor and shall also be registered.

Who is exempt from registration?

1. An owner of a building shall be allowed to obtain a permit for general contractor work performed by said owner on said building.
2. A person who performs general contractor work to his or her employer's property, where it can be shown there is an employer-employee relationship.
3. Those who volunteer their time and receive no financial payment for their services.
4. Installation of carpet, tile, wallpaper, interior and exterior painting or drywall.
5. Placing concrete for patios or driveways on the owner's property. Work done on City Right-Of-Way still requires registration with the City Clerk and a permit through the Engineering Department.
6. Install satellite dishes.
7. Finish work such as trim and cabinetry.
8. Landscaping/Lawn maintenance.

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Information Required

In order to become a Registered General Contractor in the City of Galesburg, the following information must be submitted to the City Clerk's office:

1. A General Contractor Registration form filled out in its entirety.
2. The registration fee in the amount of fifty dollars (\$50.00). The City Clerks' office will accept cash, business check, personal check, money order, or cashiers check (made payable to the City of Galesburg).
2. Provide a copy of your Certificate of Insurance for public liability and property damage of not less than \$100,000 for each occurrence of property damage and not less than \$300,000 for each occurrence of personal injury or bodily harm. A minimum of 30 days notice must be provided to the Inspection Division before insurance may be canceled.
3. Provide a copy of a continuous surety bond made out to the City of Galesburg in the amount of \$5,000. A minimum of 30 days notice must be provided to the Inspection Division before this bond may be canceled.
4. Proof of workers compensation must be provided by any contractor required to provide such insurance under Illinois law. The Illinois Workers' Compensation Act does allow a sole proprietor with no employees and corporate officers of a corporation to be exempt from providing workers compensation for themselves.
5. Roofing Contractors must also provide a copy of a current Roofing License. It will also be the contractor's responsibility to provide the City Clerk's office with a copy of each renewed license.

Once the above information is submitted, a General Contractor Registration certificate will be issued and the contractor may begin work in the City of Galesburg. All contractors must follow the permit process, procedures and requirements set forth in the Galesburg Municipal Code, adopted building codes and applicable state and federal codes.

General

Permits for construction will only be issued to the Registered General Contractor performing the work. Building owners may apply for permits when they are performing general contractor work to their own building or structure.

All work performed under permits issued by the City of Galesburg must be conducted by employees of the permit holder covered under the required insurance or by contractors registered with the City of Galesburg.

It is the responsibility of the Registered General Contractor to give the City Clerk notice in writing of any changes in the information provided to obtain the registration.

HVAC/Electrical/Plumbing contractors are not affected by this General Contractor Registration. HVAC contractors will still be required to be registered in the City of Galesburg, Electrical contractors must still be licensed in the City of Galesburg and Plumbing Contractors will still need to be licensed and registered by the Illinois Department of Public Health.

If you have questions, please feel free to call (309) 345-3619, between the hours of 8:00 am and 5:00 pm, Monday through Friday.

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