

September 6<sup>th</sup>, 2018

Dear Contractor:

Your 2018 Plumbing License will expire on September 30, 2018. In order to obtain a permit in 2018-2019, your registration must be current. The form for renewal is enclosed. **Keep in mind that it is the contractors' responsibility to keep current, updated copies with the City.**

**Please keep the following other contractor responsibilities in mind when performing work in Rock Island:**

- City code requires that permits must be pulled before work is performed and that permit must be retained on the job site. This office understands that emergency repairs/replacements do occur, and those permits must be submitted as soon as possible.
- City code requires that inspections are conducted during applicable stages in the build and that a final inspection or occupancy inspection is conducted in order to close the permit. **Every permit issued requires an inspection.** It is the responsibility of **the contractor** to call or email all inspection requests to the Inspection Division upon completion of work in a timely manner.
- If there is a change in the scope of work, the proposed change must be submitted to this office in writing and it must be approved by the Building Official before modifications are initiated.
- **ALL INSPECTIONS REQUIRE A MINIMUM OF 24 HOUR NOTICE**

**Please submit:**

- 2018-2019 Plumbing Registration
- Current copy with new 2019 expiration date of the 055 license.
- If you have not submitted a current copy of your 058 license from April 2018, please do so at this time.
- If you do not have a 055 or 058 please submit the receipts of payments or a printout from the website with the expiration dates. Once you receive official copies then you will need to submit those at that time.

I look forward to working with you throughout the year.

Sincerely,



Thomas G. Ayers  
Chief Building Official



New Application  
 Renewal  
 State License No. \_\_\_\_\_  
(055-XXXXXX)

## Plumbing Contractor Registration

APPLICATION IS HEREBY MADE FOR REGISTRATION AS A PLUMBING CONTRACTOR AS SET FORTH IN STATE STATUTES, CITY ORDINANCES AND ALL SUBSEQUENT AMENDMENTS THERETO:

**ALL FIELDS MUST BE FILLED OUT TO COMPLETE REGISTRATION**

\* License Holder (Person) \_\_\_\_\_  
\* Company Name/Address \_\_\_\_\_  
\_\_\_\_\_   
\* Cell Number \_\_\_\_\_ \* Telephone Number \_\_\_\_\_  
\* Email Address \_\_\_\_\_

### ADDITIONAL PRINCIPALS OF FIRM/THOSE INDIVIDUALS AUTHORIZED TO APPLY FOR PERMITS

Name: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_

Name: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_

- The following must be included with this registration form:**
- ✓ A copy of current State of Illinois Plumbing License 058
  - ✓ A copy of current State of Illinois Plumbing Contractor Registration Certificate 055

This registration is valid from October 1<sup>st</sup>, 2018 to September 30<sup>th</sup>, 2019.

_____ * Signature of License Holder	_____ * Date of Application
_____ Approved by Plumbing Inspector	_____ Date of Approval
_____ Registration #	