

December 3, 2025

Dear Contractor:

Your 2025 contractor registration will expire on December 31st, 2025. In order to obtain a permit in 2026, your registration must be current. Please make sure an updated certificate of liability insurance is provided with your registration as well as a **current** copy of your mechanical license.

Proof of workers compensation insurance or proof that you are an approved self-insurer of workers compensation must also be provided with your registration. If you will not have employees performing work during the 2026 registration period, then a written statement confirming this shall be submitted in place of workers compensation insurance.

The City is now on the 2021 International Codes Cycle.

There are copies of the local amendments as well as permit applications and fee schedules available on the city website: <http://www.rigov.org>

Keep the following responsibilities in mind when performing work in Rock Island:

- City code requires that permits must be pulled **before** work is performed and that a permit must be retained on the job site.
- It is the contractors' responsibility to keep their insurance and bond current. If insurance and bond information is not current, your registration will not be processed.
- **Every permit issued requires an inspection.** 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.
- Proposed changes must be submitted and approved by the Building Official before modifications are initiated.
- **ALL INSPECTIONS REQUIRE A MINIMUM OF 24-HOUR NOTICE**

Please contact the Inspection Division for any further questions!

Thank you



CITY OF ROCK ISLAND

2026 MECHANICAL CONTRACTOR REGISTRATION

For Office Use Only

| Date Processed | License Fee | \$ | Account No. |
|----------------|-------------|----|-------------|
|----------------|-------------|----|-------------|

ALL REGISTRATIONS EXPIRE DECEMBER 31.

PLEASE WRITE LEGIBLY IN BLUE OR BLACK INK.

BUSINESS NAME: _____

Primary Contact: _____ **License Holder:** _____

Office Phone: () _____

Mobile Phone: () _____

Email Address: _____

Address: _____

City, State, Zip: _____

LICENSE HOLDER CLASSIFICATION

- MASTER MECHANICAL
- RESIDENTIAL HVAC
- COMMERCIAL HVAC
- BOILER INSTALLATION
- WOOD/GAS FIREPLACES
- COMMERCIAL REFRIGERATION

A **CURRENT** copy of a Master Mechanical License, or copy of licensing and passing test scores from an ICC/approved Prometric Exam must be submitted with every application.

PLEASE READ & INITIAL ALL ACKNOWLEDGEMENTS BELOW

Updated 12/01/2025

I certify that I will abide by all applicable articles and provisions as mandated by the City of Rock Island Building Ordinance. The Ordinance is available online at www.rigov.org or at the City Clerk's Office.

I am aware that it is my obligation to secure a building permit and that inspections requests require a 24-hour notice. I am aware that permits fees will be doubled in the event that construction has started without proper permits or departmental approval.

I understand that all permits require an inspection and upon completion of construction and approval from the inspectors, it is my obligation to notify the Inspection Division to obtain a Certificate of Occupancy or Letter of Substantial Completion.

I am aware that workers' compensation insurance must be provided if employees will be performing work during this registration period. If workers' compensation insurance is not provided, a written statement must be submitted in its place.

Under penalties of perjury, the undersigned certifies that all information in this statement, and all information furnished in support of the statement is true and complete to the best of his/her knowledge and belief. Failure to comply with the conditions of this registration will result in revocation of the registration and cancellation of all active permits.

X _____
Applicant & License Holder Signature

Date

PLEASE ENSURE THAT THE FOLLOWING ARE SUBMITTED FOR REGISTRATION

- COMPLETED Registration Form with License Holder Signature
- \$55.00 Fee (Checks payable to City of Rock Island)
- Current Copy of Mechanical Licensing.
- Current Certificate of Liability Insurance to The City of Rock Island in the amount of \$100,000.00 property damage & \$300,000.00 personal injury per occurrence.
- Proof of workers compensation insurance or proof that the contractor is an approved self-insurer of workers compensation OR a written statement confirming no employees.
- A \$10,000.00 continuous license/permit bond on the city's form. (Annual Renewals: If you already have an original on file with our office, please disregard.)

Submit to:
 City of Rock Island
 Inspection Division
 1528 Third Avenue
 Rock Island, Illinois 61201

Phone: 309-732-2910

Email: inspection@rigov.org

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

Name _____

Daytime Phone: () _____

Mobile Phone: () _____

Address: _____

City, State, Zip Code: _____

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