

December 1st, 2021

Dear Mechanical Contractor:

Your 2021 contractor registration will expire on December 31<sup>st</sup>, 2021. In order to obtain a permit in 2022, your registration must be current. The form for renewal can be found at [rigov.org](http://rigov.org) under mechanical contractor registration. Please mail your registration along with payment and the required documents to the address listed on the registration form. **Keep in mind that it is the contractors' responsibility to keep their insurance and bond current.**

**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 and schedule 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**

**Beginning January 1<sup>st</sup>, 2018, the 2015 International Codes were implemented.**

On November 20<sup>th</sup>, 2017, City Council passed a recommended ordinance to implement the 2015 International Codes (IBC, IRC, IFC, IMC, IFGC, and IEBC), 2011 NEC, 2015 IECC, the 2014 Illinois Plumbing Code and the IPC for matters not covered by the IL Plumbing Code. **All construction after December 31<sup>st</sup>, 2017 must conform to the minimum requirements of the 2015 I-Codes.**

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

**All construction must conform to the 2018 IECC.**

I look forward to working with you throughout the year.

Sincerely,



Tim DeLathower  
Interim Chief Building Official



COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT  
INSPECTION DIVISION

**2022 MECHANICAL CONTRACTOR REGISTRATION**

For Office Use Only					
Date Processed		License Fee	\$	Account No.	

**ALL REGISTRATIONS EXPIRE DECEMBER 31.**  
**ALL FIELDS ARE REQUIRED FOR REGISTRATION. PLEASE WRITE LEGIBLE IN BLUE OR BLACK INK.**

\* **BUSINESS NAME:** \_\_\_\_\_

\* Applicant Name: \_\_\_\_\_ Applicant Title: \_\_\_\_\_

\* Office Phone: ( ) \_\_\_\_\_ Alternate Phone: ( ) \_\_\_\_\_

\* Mobile Phone: ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_

\* Email Address: \_\_\_\_\_ Website: \_\_\_\_\_

\* Address: \_\_\_\_\_

\* City, State, Zip: \_\_\_\_\_

**License Holder Information (REQUIRED)**

\* **NAME OF LICENSE HOLDER**  
**Classification of License:**  MASTER MECHANICAL  COMMERCIAL HVAC  RESIDENTIAL HVAC  BOILER INSTALLATION  
 COMMERCIAL REFRIGERATION  WOOD/GAS FIREPLACES

Licensed with City of Rock Island (submitted certification testing on record)  
 Licensed outside City of Rock Island (copy of a current, reciprocating mechanical license or an Iowa Master Mechanical License with a passing test score MUST be submitted with this registration).

\*\*\*\*\* PLEASE READ CAREFULLY AND INITIAL **ALL** ACKNOWLEDGMENTS BELOW \*\*\*\*\*

\* Initial \_\_\_\_\_ 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](http://www.rigov.org) or at the City Clerk's Office.

\* Initial \_\_\_\_\_ I understand that it is my obligation to secure a building permit and to notify the appropriate inspectors in a timely manner for all applicable inspections.

\* Initial \_\_\_\_\_ I understand that 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 final inspection. **ALL PERMITS REQUIRE A FINAL INSPECTION. NO EXCEPTIONS.**

\* Initial \_\_\_\_\_ I am aware that there is a maximum \$500 per day, per violation, permit penalty fee for construction started without proper permits or exceeding departmental permit approval.

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's Signature

\_\_\_\_\_ \* Date

**PLEASE CHECK TO ENSURE THAT THE FOLLOWING ARE SUBMITTED FOR REGISTRATION**

Registration Form COMPLETED, INITIALED and SIGNED

\$55.00 Fee (Checks payable to City of Rock Island)

Current Certificate of Liability Insurance to The City of Rock Island in the amount of \$100,00.00 property damage & \$300,000.00 personal injury per occurrence. **Workman's Compensation insurance if applicable.**

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, IL 61201  
 Ph: (309) 732-2910  
 Email: [Inspection@rigov.org](mailto:Inspection@rigov.org)  
 FAX: (309) 732-2933

**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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