

September 29th, 2022

Dear Contractor:

Your 2022 Plumbing License will expire on September 30, 2022. In order to obtain a permit in 2022-2023, your registration must be current. The form for renewal can be located on the City website at rigov.org. You may print the registration off and mail it to the Inspection Division or email it to Inspection@rigov.org. **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 in 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:

- 2022-2023 Plumbing Registration
- Current copy with new 2023 expiration date of the 055 license.
- If you have not submitted a current copy of your 058 license from April 2022, 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,



Jerad Irvine
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 1st, 2022 to September 30th, 2023.

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