

**Contractor Licenses Ordinance NO. 3-22-22B**

**AN ORDINANCE REGULATING CONTRACTOR LICENSES IN THE VILLAGE OF ROBBINS, COOK COUNTY, ILLINOIS AND REPEAL ORDINANCE NO. 9-09-08B AND ALL OTHER ORDINANCES AND PARTS OF THE ORDINANCE IN CONFLICT THEREWITH.**

**NOW THEREFORE, BE IT ORDAINED by the Mayor and Board of Trustees of the Village of Robbins, Cook County, Illinois in exercise of its Home Rule powers as follows:**

**Chapter 5, Article I of the Village of Robbins is hereby amended to add the following:**

**SECTION 5-4 CONTRACTOR LICENSES**

**Contractor's Responsibility:** It shall be unlawful to engage in the business of construction, demolition, rehabilitation, alteration, or repair of buildings or other structures, sidewalk or street pavements, landscaping which makes changes to the topography of the property, and installation of electrical, plumbing, heating, ventilating, air conditioning or other mechanical systems, or any such business, in the Village of Robbins, as a general contractor, subcontractor or otherwise, without first obtaining a building contractor's license as hereinafter provided. Any person or entity engaged in such business shall be deemed a contractor.

**SECTION 5-5 OTHER CONTRACTOR SERVICE**

- a. It shall be the duty of contractors to comply with all ordinances relating to the construction of streets or sidewalk pavements, and all laws or ordinances pertaining to or regulating the activities in which they are engaged.
- b. Every contractor shall be responsible for the faithful compliance with the requirements of this Code and all other Village Ordinances by its own employees and by every subcontractor working under their control.
- c. **Certificates of Insurance:** Every person and entity engaged in the business described in Section 5-4 of this Code shall submit to the Building Department with his, her, or their license application, a current certificate or certificates of insurance issued by a company having at least an "B+/VII" rating in The Best Insurance Guide: evidencing the following coverage in not less than the following amounts:
  1. **Commercial General Liability Insurance:** \$1,000,000 each occurrence covering liability arising from premises, operations, independent contractors, product-completed operations, and personal injury.
  2. **Workers Compensation Insurance:** In the amounts and coverages required by law.

**SECTION 5-6 LICENSE EXPIRATION**

Every building contractor's license shall expire on the date of the expiration of its general liability insurance policy: provided however, that no such license shall remain in effect for more than one (1) year.

**SECTION 5-7 FEES**

Annual license fees for building contractors shall be as follows:

Contractors (General)	\$150.00
Subcontractors or Specialty Contractors	\$100.00

Any contractor who controls three (3) or more building trades or who has a direct contact with the owner or developer (or the owner's or developer's agent) of the property proposed to be improved shall be deemed a general contractor for purposes of this Code.

#### **SECTION 5-8 HOMEOWNER'S LICENSE REQUIREMENTS**

The Provisions of this Article shall not require a homeowner to be licensed as a subcontractor or general contractor to repair his/her own home, but any non-homeowner who assists the homeowner shall be so licensed. (This does not apply to new home construction permits, only to remodel/repair permits). The following list describes the guidelines for homeowners to follow regarding homeowner's permits: Exemptions from permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this village. Permits shall not be required for the following:

- a. Minor tuck pointing, painting, wallpapering, tiling, carpeting, cabinets and countertops, finish work, swings and other playground equipment, window awnings by an exterior wall, replacing of lighting fixtures, switches and wall receptacles, portable heating, cooking or clothes drying appliances, clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, and the removal and reinstallation of toilets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipe, vents or fixtures.

The following items require a Homeowners Permit: All homeowner's permits require homeowners' insurance.

- a. Minor roof repairs (repairing of leaks and shingle replacements in an area no larger than 4 feet by 4 feet), handicap ramps (with detailed drawings and specs), replacement of hot water tank, minor concrete repairs (small section of driveway, aprons, garage floors, walkways, patios, and concrete raising), sheds (up to 120 sq. ft.) [plat of survey is required to determine correct placement of shed], reinsulating (attics and walls), sidewalks and walkways located entirely on your property [plat of survey is required].

#### **SECTION 5-9 SUSPENSION AND/OR REVOCATION**

The Village of Robbins Chief Building Inspector is authorized to suspend and/or revoke any building contractor's license pursuant to the following notice and hearing requirements:

##### **A. Suspension:**

1. The Village Chief Building Inspector is hereby authorized to summarily order the cessation of business operations within the Village and the suspension of any license issued to a building contractor for a period not to exceed thirty (30) days when the continued conduct or operation of the building contractor's business constitutes a danger to public health, safety or morals.
2. Within three (3) business days after each suspension or order, the Chief Building Inspector shall schedule a hearing to be held within a reasonable time for the purpose of determining whether or not such license should be revoked and/or whether such business should be

permanently prohibited from continuing within the Village. Such hearing shall be conducted in accordance with Section 5-9, paragraph b.

3. Any person or entity whose license is suspended may, at any time, either petition in writing the Village Administrator requesting a hearing for reinstatement of his, her or its license. Upon receipt of the written application, the Village Administrator shall schedule a hearing to be held within ten (10) days of receipt of the application. At the hearing to be held in front of the Mayor and Board of Trustees, the person or entity whose license is suspended may present reasons why the suspension should be terminated and the Mayor and the Board of Trustees shall make a finding and shall sustain, modify or rescind any official suspension notice of order, considering in the hearing. A written report of the hearing decision shall be furnished by the Village Administrator to the person or entity whose license was suspended within five (5) days after the conclusion of said reinstatement hearing.

**B. Revocation:**

Any contractor's license issued under this Article during the term of such license may be revoked by the Chief Building Inspector for any of the following causes:

1. Any fraud, misrepresentation or false statement contained in the application for such license; or
2. The entry of a final, unappealable order by any court, administrative agency or hearing officer finding that the license or employee or agent of the license:
  - a. Has violated the consumer fraud laws of the State, or any other state, or of the United States; or
  - b. Has been engaged in acts constituting a danger to the public health, safety or morals; or
  - c. Has been engaged in a business or profession in defiance of the State statute or local ordinance regulating or prohibiting the same, which includes, but is not limited to, dealing in stolen property.
3. Failure of the licensee to pay any fine, penalty or license fee owed the Village
4. Refusal on at least two occasions by the licensee or any of its employees or agent to permit any inspection by such person with a duly authorized code officer, enforcement officer or village employee while in the performance of their duties in making any inspection required under this or any Village ordinance.
5. Any violation by the licensee of any of the application provisions of this Article.

The commission by the licensee or any acts and/or omissions that would constitute a violation of any consumer fraud laws of the State of Illinois, any other State, or of the United States, including, but not limited to Section 505/2Q(c) of the Consumer Fraud and Deceptive Business Practices Act (815 ILCS 505/2Q(c) and/or the Home Repair Act (815 ILCS 515/1 et.Seq.) (collectively, "Consumer Fraud Laws");

provided, however, such charges are proven by a preponderance of the evidence and that such findings are made by the Chief Building Inspector following a hearing as provided for herein, and subject to the licensee's right to appeal such findings and decisions to the Village Administrator as provided herein.

No revocation shall be effective until after the licensee has had an opportunity to have a hearing pursuant to subsection C below.

**C. Revocation Hearings**

**1. The Village Clerk shall cause to be served upon the licensee or the licensee's agent, either personally or by certified mail, return receipt requested, written notice:**

- a. That his, her or its license will be revoked effective not less than twenty (20) days after such notice is served upon said licensee or licensee's agent.**
- b. Specifying the cause for such revocation, including the nature of the violation, the section number of the Building Code or any ordinance or law he, she or it has violated, if applicable, and the date, time and place such violation occurred and/or continued; and**
- c. Informing the licensee that he, she or it has the right to a hearing before the Chief Building Inspector, provided the licensee requests such hearing by written notice to the Village Clerk within fifteen (15) days after notice of revocation is served upon the licensee.**

**2. If the licensee does not request a hearing with fifteen (15) days after service upon the licensee or its agent of the notice provided for above in subsection A, the Chief Building Inspector shall review the evidence against the licensee and the report of the enforcement official, and shall make written findings of fact and conclusions of law as to whether or not there is cause for license revocation, and shall submit such findings and conclusions within fifteen (15) days of said hearing to the licensee**

**3. If the licensee requests a hearing, the license may not be revoked until the conclusion of such hearing and only upon a preponderance of the evidence and the making of findings and conclusions by the Chief Building Inspector for a period not to exceed an additional thirty (30) days upon findings by him or her that the continued conduct or operation of the business constitutes a danger to the public health, safety and morals. At the hearing on the revocation, the enforcement officer shall present evidence of the violation or cause on the basis of which the license should be revoked and the licensee or his, her or its attorney shall have the right to examine witnesses and present evidence on behalf of the licensee. After the conclusion of the hearing, the Chief Building Inspector shall make findings of fact and conclusions of law as to whether or not there is cause for license revocation and shall submit such findings and conclusions to the licensee within fifteen (15) days of the conclusion of the hearing.**

**4. Any person or entity whose license is revoked by the Chief Building Inspector may, within thirty (30) days of receipt of notice of said revocation, either petition in writing to the Village Administrator requesting a hearing for reinstatement of his, her or its license. Upon receipt of the written application, the Village Administrator shall schedule a hearing to be held within ten (10) days of receipt of the application. The hearing to be held in front of the Mayor and Board of Trustees, shall be held in**

accordance with the provisions of paragraph 3 above; provided, however, that the Mayor and Board of Trustees shall submit their findings of fact and conclusions of law within ten (10) days after the conclusion of the hearing.

5. Upon receipt of written determination by the Mayor and Board of Trustees following the conclusion of the hearing above, or by the Chief Building Inspector and following failure of licensee to file a timely request for appeal pursuant to subparagraph 4 above, that there is cause for the revocation of the contractor's license, the Chief Building Inspector shall revoke such license.

#### **SECTION 5-10 ELECTRICAL REQUIREMENTS**

1. Submit a copy of their license from an Approved Testing/Licensing Municipality listed with the South Suburban Electrical Inspectors Association
2. Submit an original certificate of insurance with one million dollars (\$1,000,000.00) in general liability coverage and naming the Village of Robbins as the certificate holder.
3. Submit the original ten thousand dollars (\$10,000.00) Surety Bond listing the Village of Robbins
4. Submit a copy of the signed contract proposal indicating both the Contractor and customer's signature.
5. Pay a contractor's fee of \$75.00

#### **SECTION 5-11 PLUMBING REQUIREMENTS**

1. Submit a copy of their State License from the Department of Public Health (055 Certificate) and a copy of their Journeyman's license.
2. Submit an original certificate of insurance with one million dollars (\$1,000,000.00) in coverage and naming the Village of Robbins as the certificate holder.
3. Submit a copy of the contract with the contractor's signature as well as the customer for whom the work is being performed.
4. Pay a contractor's fee of \$75.00.

#### **SECTION 5-12 MECHANICAL/HVAC REQUIREMENTS**

1. Submit a copy of their License from an Approved Testing/License Municipality.
2. Submit an original certificate of insurance with one million (\$1,000,000.00) in coverage and naming the Village of Robbins as the certificate holder.
3. Submit the original ten thousand dollars (\$10,000.00) Surety Bond listing the Village of Robbins.
4. Submit a copy of the signed contract proposal indicating both the contractor and the customer's signatures.
5. Pay a contractor's fee of \$75.00.

#### **SECTION 5-13 ROOFING REQUIREMENTS**

1. Submit a copy of your License from an Approved Testing/Licensing Municipality.
2. Submit an original certificate of insurance with one million dollars (1,000,000.00) in coverage and naming the Village of Robbins as the certificate holder.
3. Submit the original ten thousand dollars (\$10,000.00) Surety Bond listing the Village of Robbins.
4. Submit a copy of the signed contract proposal indicating both the contractor and the customer's signatures.
5. Pay a contractor's fee of \$75.00

#### **SECTION 5-14**

#### **GENERAL CONTRACTOR REQUIREMENTS**

1. Pay general contractor's fee of \$100.00
2. Submit a copy of your license from another municipality.
3. Submit an original certificate of insurance with one million dollars (\$1,000,000.00) in coverage and naming the Village of Robbins as the certificate holder.
4. Submit the original ten thousand dollars (\$10,000.00) Surety Bond listing the Village of Robbins.
5. Submit a copy of the signed contract proposal indicating both the contractor and the customer's signatures.

#### **SECTION 5-15**

#### **LICENSE BOND**

Every person and entity engaged in the business described in Section 5-4 of this Code shall submit to the Building Department with his, her or its contractor's license application a license bond or permit bond in the amount of \$10,000.00 to guarantee the contractor's compliance with the provisions of this Building Code and other applicable ordinances and regulations of the Village of Robbins, co-signed by a surety authorized by the Illinois Department of Insurance to sell and issue sureties in the State of Illinois.

#### **SECTION 5-16**

#### **PENALTIES**

Any person or entity who violates any of the provisions of this code or shall fail to comply with any of the requirements thereof or who shall construct, demolish, rehabilitate, alter or repair in violation of the provisions of this code, shall be guilty of a misdemeanor, punishable or by fine of not more than five hundred dollars (\$500.00) or by imprisonment not exceeding sixty (60) days, or both fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

#### **SECTION 5-17**

#### **TAKE EFFECT**

That this ordinance and the rules, regulations, provisions, requirements, orders and matters established and adopted hereby shall take effect and be in full force and effect immediately from and after the date of its final passage, adoption and publication as required by law and repeal Ordinance 9-09-08B and all other ordinances and parts of the ordinance in conflict therewith.

**ROLL CALL VOTE:**

<b>TRUSTEE DYSON</b>	<b>Aye</b>
<b>TRUSTEE MAXEY</b>	<b>Aye</b>
<b>TRUSTEE BREWTON</b>	<b>Aye</b>
<b>TRUSTEE ROBINSON</b>	<b>Aye</b>
<b>TRUSTEE JACKSON</b>	<b>Aye</b>
<b>TRUSTEE COLLIER</b>	<b>Aye</b>

**AYES:   6   NAYS:   0   ABSENT:   0   ABSTAIN:   0**

**PASSED AND APPROVED by the Mayor and Board of Trustees of the Village of Robbins,  
Cook County, Illinois on this 22nd day of March 2022.**

**ATTEST:**

Sharon S. Dyson  
**Sharon S. Dyson, Village Clerk**

Darren E. Bryant  
**Darren E. Bryant, Mayor**