

**CITY OF HARVARD  
CONTRACTOR'S LICENSE**

The City of Harvard requires ALL contractors doing business or contracting work within the City of Harvard to be licensed. All licenses expire January 1 of each year and must be renewed by January 2<sup>nd</sup> at an annual fee of \$75.

CONTRACTOR'S NAME (OWNER) \_\_\_\_\_

NAME OF BUSINESS \_\_\_\_\_

ADDRESS \_\_\_\_\_

STREET OR P.O. BOX CITY STATE ZIP

EMAIL \_\_\_\_\_

TELEPHONE \_\_\_\_\_

HOME PHONE BUSINESS PHONE

YEARS IN BUSINESS NUMBER OF EMPLOYEES \_\_\_\_\_

INSURANCE CARRIER \_\_\_\_\_

ADDRESS \_\_\_\_\_

STREET CITY STATE ZIP TELEPHONE

DO YOU HAVE LIABILITY AND WORKER'S COMP. INSURANCE? \_\_\_\_\_

PLEASE PROVIDE A COPY OF YOUR LIABILITY AND WORKER'S COMP. INSURANCE BINDER.

ALL PLUMBERS AND ROOFERS PLEASE ATTACH A COPY OF STATE LICENSE.

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**Chapter 19.04 of the Harvard Municipal Code states:**

Every tradesman, general contractor or subcontractor engaged in any kind of construction work, remodeling, repair, moving or demolition of buildings or structures or parts, services or equipment thereof, within the City, shall be annually licensed by the City prior to rendering any such service. The license year will run from January 2 through January 1 of the following year. The annual license fee shall be \$75 and shall not be prorated or transferable. Application forms for the annual license are available from City Hall and will include, but not be limited to, evidence of sufficient liability insurance. A violation of any City ordinance shall be considered grounds for revocation of a license.

**\*\*\*ALL REQUIRED INFORMATION---CERTIFICATE OF INSURANCE, ROOFER/PLUMBER LICENSE, \$75 FEE AND APPLICATIONS---MUST BE SUBMITTED AS A COMPLETE PACKAGE TO THE CITY OF HARVARD BUILDING COMMISSIONER BEFORE YOUR LICENSE CAN BE PROCESSED.\*\*\***

**PAYMENT OPTIONS:**

1. Mail completed form with payment to:
2. Attn: City Treasurer
3. CITY OF HARVARD
4. P.O. Box 310
5. Harvard, IL. 60033

**OR:**

Payments may be made online via **Credit or Debit Card** as follows:

1. Complete fillable form above
2. Print Form
3. Choose the PayGov link on our Home Page
4. Choose drop down arrow in the City of Harvard: Licenses
5. Choose Contractors and proceed with payment information
6. Print payment receipt and mail in with completed form and required documents to the address above OR scan form and receipt and email to [bookkeeper@cityofharvard.org](mailto:bookkeeper@cityofharvard.org)