



## ELECTRICAL SIGN CONTRACTOR REGISTRATION REQUIREMENTS

1. **Only** the supervising electrician may apply for registration **in person**, at the Downtown Office.
2. Contractor must be licensed from a city, town or village that has a commission with an examination, in the State of Illinois, submit a copy of the license.
  - (a) **Written verification of test must be provided only if the license doesn't state that a test was given and passed.**
3. A bond in the amount of \$25,000 must be submitted. The bond form will be given upon applying for the registration. A check in the amount of \$2.00 payable to Cook County Clerk for the registration of the bond.
4. If the company is a corporation, submit a copy of the Articles of Incorporation Or Letterhead listing the corporate office and the corporate seal or FEIN number.
5. Child Support Compliance Data Form must be filled out by the **supervisor only**.
6. Registration fee is \$75.00, paid upon registering, paid by cash, check or money order only.

There is an annual fee of \$37.50 due December 1, this is required to maintain your registration with our department.

If you have any questions, please feel free to contact the electrical department.

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