

City of Rockford, Illinois

Community & Economic Development Department
Construction and Development Services
425 East State Street, Rockford, IL 61104
Phone: (779)348-7158 Fax: (815) 967-4243
rockfordil.gov



2022 MECHANICAL LICENSE RENEWAL

Date: _____

Your 2022 Mechanical license expires on December 31, 2022. If you wish to renew your license, **you must have a current permit bond** and submit the required information to the City:

- in the amount of \$25,000
- in the name of the company; *as well as* the name of the license holder.
- bond must be in effect from January 1, 2022 through December 31, 2022 and must remain current throughout the year.

Please note:

- The license holder **must** be a full-time employee with one company.
- Inactive Status in accordance with 2015 IRC Mechanical Code Amendments, Section 112.9.3. You may apply for an inactive status for at \$52 a year for each license class. The inactive status cannot be renewed for more than a period of 5 years.
- Permits **will not** be issued to any mechanical contractor whose license and/or bond has expired
- Every permit application **must** contain the name or license number of the contractor responsible for the work
- Please return your renewal form and license fees by January 10, 2022 or you will be subject to penalty fees in accordance with 2015 IRC Mechanical Code Amendments, Expiration Date, Section 112.10

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In addition:

- If you are a subcontractor, it is your responsibility to obtain your permit before you begin work. Failure to obtain the proper permits shall result in the assessment of fines as set forth in the City of Rockford Code of Ordinances. The first offense carries a minimum fine of \$250 plus associated administrative fees. Additional offenses carry progressive fines and may result with non-issuance of permits.
- You may also apply online for mechanical permits & schedule your inspections @ www.rockfordil.gov/onlinepermits.
- The City requests permit applications to be submitted 24 hours prior to beginning work. In cases of emergency, contractors must apply for the permit and notify the City the next business day (an emergency situation is defined as one which poses an immediate life/safety threat). Please make a note of the emergency situation on your permit application form.
- The City requests that calls for inspection be made 24 hours in advance to best serve you and your customers.
- Any new ductwork for additions, renovations, basement remodels, etc. requires the submittal of load calculations in accordance with 2018 IEC and 2015 IRC, Section 1401.3.
- Chimney liners will be inspected during the inspection of replacement furnaces or water heaters. If not installed at this time, a failure notice will be issued and the homeowner will be notified.
- No permits will be issued to contractors carrying permit fines until they are paid in full.
- A separate permit is required for gas piping.
- A permit application must be completed for each address...example a duplex is 1 unit, but has 2 separate addresses you must apply for a separate permit for each address.
- License Fees: Class A = \$50.00
License Fees: Class B = \$50.00
License Fees: Class C = \$50.00
License Fees: Class D = \$50.00
License Fees: Class E = \$50.00
License Fees: Class F = \$50.00

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Please review the information below, make any necessary corrections, sign & date, & return this form with payment of **\$50.00 per license class**; along with a copy of a photo ID of the License holder. Checks payable to the City of Rockford. Any questions please contact Christina @779-348-7409, christina.hargrove@rockfordil.gov or Stewart @779-348-7434, stewart.johnson@rockfordil.gov. Thank you!

2022 Mechanical License

City of Rockford Construction & Development Services, Mechanical Division

Business Name: _____

Full Name: _____

Address: _____

City, State & Zip: _____

Cell #: _____

Business #: _____

Email: _____

Lic#: _____

Classes(es): _____

Please check this box *only* if you would like to place each of your license in the **Inactive Status in accordance with 2015 IRC Mechanical Code Amendments, Section 112.9.3. I have enclosed the \$52 for each license class for year 2022. I understand the inactive status cannot be renewed for more than a period of 5 years.**

License Holder's Signature

Date

This Form, payment and bond are due by January 10, 2022 or you may be subject to fines.

Revenue Account # 10101000-60224
Project #:MECHL