

## 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



# 2023 MECHANICAL LICENSE RENEWAL

**October 20, 2022**

Your 2022 Mechanical license *expires* on *December 31, 2022*. If you wish to renew your license, *you must have a current permit bond, along with your renewal form, payment and a current photo ID of the license holder.*

The bond must be:

- in the amount of \$25,000
- in the name of the company; *as well as* the name of the license holder.
- in effect from January 1, 2023 through December 31, 2023 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 \$54 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 & license number of the contractor responsible for the work
- Please return your bond, renewal form and license fees by January 10, 2023 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 at **<http://rockfordil-prd.rhythmlabs.infor.com/home>**
- 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.
- No permits shall be closed until all inspections have been scheduled and completed. This includes All Residential and Commercial permits.
- 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.

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- **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**

Please review the information below, make any necessary corrections, sign & date, & return this form with payment of **\$50.00 per each 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](mailto:christina.hargrove@rockfordil.gov) or Stewart @779-348-7434, [stewart.johnson@rockfordil.gov](mailto:stewart.johnson@rockfordil.gov). Thank you!

**2023 Mechanical License**

City of Rockford Construction & Development Services, Mechanical Division

**Business Name:** \_\_\_\_\_

**Full Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State & Zip:** \_\_\_\_\_

**Cell #:** \_\_\_\_\_

**Business #:** \_\_\_\_\_

**\*\*Email:** \_\_\_\_\_

**Lic#:** \_\_\_\_\_

**Class(es):** \_\_\_\_\_

\_\_\_\_\_  
**License Holder's Signature**

\_\_\_\_\_  
**Date**

This form, payment, photo ID and bond are due by January 10, 2023 or you may be subject to fines.

Revenue Account # 10101000-60224  
Project #:MECHL

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**Inactive Status**

***Complete this page only if you would like to place  
your license in the Inactive Status***

**in accordance with 2015 IRC Mechanical Code Amendments, Section 112.9.3.**

**I have enclosed the \$54 for each license class for year 2023.**

**I understand the inactive status will not be renewed for more than a period of 5 years.**

**Yes, place my license(s) \_\_\_\_\_ in the inactive status for year 2023.**  
**(License class)**

**I've enclosed payment for the amount of \$54, per license class.**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

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