

CONTRACTOR LICENSING APPLICATION

New contractor registrations will not be processed until all requirements have been met.

City of Aurora
 Development Services Department
 Division of Building and Permits
 77 S Broadway
 Aurora, IL 60505



AEC #: _____ LICENSE #: _____

Total Fees: _____ Submittal Date: _____

Online Portal: <https://auro-trk.aspgov.com/etrakit/> Phone: 630.256.3130 Website: www.aurora-il.org

Official Business Name: _____

Mailing Address: _____
STREET CITY / STATE ZIP

Business Telephone: _____ Cell Number: _____

Email Address: _____ Ownership: Corporation Partnership Sole Proprietor

Name: _____ Signature: _____ Date: _____

(If other than sole proprietor list partner or corporate officers below)

Name: _____ Email Address: _____ Phone: _____

Name: _____ Email Address: _____ Phone: _____

CONTRACTOR TYPE and REQUIRED DOCUMENTS

(Please select all that apply to this application)

Inquiry Emails: bpcsrqgroup@aurora.il.us

Selection	License Type	Application	Registration Fee	State of Illinois License / Registration	License / Certificate from Municipality where tested	Certificate of Insurance & Workmans Comp.	Business Card	Bond
	Driveway	x					x	
	Dumpster	x				x	x	\$5,000
	<input type="radio"/> Electrical Commercial <input type="radio"/> Electrical Residential	x	\$200		x	x		
	Elevator	x	\$200			x		
	Fence	x					x	
	Fire Alarm	x		x		x		
	Fire Suppression/Sprinkler	x	\$200	x		x		
	General	x	\$200			x		
	HVAC	x	\$200		x	x		
	Plumbing	x		x				
	Public Works / Engineering (ROW, Driveway 2, etc.)	Please contact Engineering Department to discuss specific requirements. https://www.aurora-il.org/DocumentCenter/View/2784/Contractors-License-Application-?bidId=						
	Roofing	x	\$200	x		x		
	Sign (General)	x	\$200			x		
	Sign (Electrical)	x	\$200		x	x		

- Certificate of Insurance (Aurora as primary and non-contributory additional insured) and Workers Compensation in compliance with Statutory Illinois
 - \$1,000,000 general aggregate with \$500,000 per occurrence
- Surety bond in the amount of \$5000. Bond must be valid for minimum of one (1) year

TESTING CRITERIA FOR H.V.A.C. & ELECTRICAL (COMMERCIAL / RESIDENTIAL) CONTRACTOR LICENSES

Name of Municipality where tested: _____

Name of Qualifying Party (test taker): _____

Qualifying Party is a (mark one): Partner Corporate Officer

(Per City of Aurora Ordinance, it is required that a vested individual be the Qualifying Party to ensure more permanent role in company)

Phone Number of Qualifying Party: _____ Email Address of Qualifying Party: _____

City of Aurora Manager Signoff: _____ Date: _____

DISCLAIMERS

- It is required that the business is registered with the Secretary of State or a DBA Certificate from the County must be provided at time of submittal.
- An Employee Affidavit is not accepted for Roofing contractors. Workman's compensation must be provided.
- Outstanding and/or expired permits will prevent a contractor from renewing their license and pulling permits
- Contractors may request a report of open permits with the above information anytime by emailing: devservicesadmin@aurora.il.us

Municipal Testing Requirements

117.1.6.2 Tests shall be taken by a Qualifying Party.

117.1.62.1 Qualifying party; means the individual filing as a sole proprietor, partner of a partnership, officer of a corporation, who is legally qualified to act for the business organization in all matters connected with its contracting business and has the responsibility to supervise installation operations, and is actively engaged in day to day activities of the business organization.

For **Electrical Contractors** we require current certifications from the International Code Council for the categories of National Standard Master Electrician (Commercial); National Standard Residential Electrician (residential); and National Standard Journeyman Sign Electrician or National Standard Master Electrician Certification (Signage Electrical Contractor) in lieu of municipal testing.

For **Mechanical/HVAC Contractors** we require current certifications from the [International Code Council](#) for the categories of National Standard Master Mechanical in lieu of municipal testing.

OR Additionally, you may reach out to the below accepted Municipalities for testing:

Electrical	Mechanical
Buffalo Grove	Elgin
Chicago	Freeport
Elgin	Gary Indiana – Limited (Res), Unlimited (Com)
Libertyville	Joliet
Orland Park	Rockford – Type A, F for Fireplaces
Ottawa	California, Ohio, Utah (\$350)
Woodstock	Wisconsin (HVAC Qualifier License Only)

Etrackit Online Portal

ETrakit, our online portal, offers the ability to review the status of licenses, permits, projects and inspections. Users can also pay for registrations, licenses, and permits as well as schedule permit inspections and upload documents.

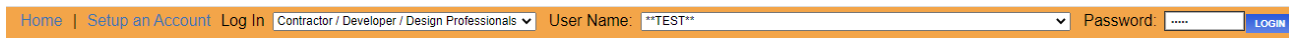
If this is your first time using our online portal, please follow the steps below:

1. Access the Online Portal at: <https://auro-trk.aspgov.com/etrakit/>
2. Select 'Forgot Password' in the upper right-hand corner of the screen.
Select 'Contractor' from your choice of account types.
3. Enter the main business email address that you submitted on your registration. Then select RESET PASSWORD.
(If you have multiple accounts the system will warn you that ALL accounts will be reset. Select CONTINUE)
4. From the same computer used to submit the reset request, retrieve reset email link.
(This will be sent from devservicesadmin@aurora.il.us)

If you experience issues or if you wish to consolidate accounts, please email devservicesadmin@aurora.il.us

Logging in as a Contractor

1. Access the Online Portal at: <https://auro-trk.aspgov.com/etrakit/>
2. In the top Orange Ribbon; Select 'Contractor/Developer/ Design Professionals' as shown below:



3. From the newly displayed 'User Name' box, find & select your Contractor name from dropdown options.
4. Enter password & Select Login.

To pay for License/Permit

1. From your Dashboard Under the section 'My Active Licenses' or 'My Active Permits', select the Fee Due Amount Due in the 5th column. By selecting the dollar amount this balance will move to your Shopping Cart.
(If you wish to add additional license(s) or permit(s) to your shopping cart click on 'BACK TO DASHBOARD' & repeat process)
2. Verify that the box is checked next to all records you wish to pay. Then click 'PROCEED TO CHECKOUT'
3. Review the checkout summary & verify all information is correct. Then click 'PROCEED TO PAYMENT' & submit payment information.

Please take a moment to provide us feedback at: https://www.surveymonkey.com/r/COA_ContracorLicensing