**Section 894.20 Registration Requirements for Plumbing Contractors**

a) Plumbing Contractor Registration. Subject to Section 13.1 of the Act, each plumbing contractor doing business in Illinois shall register annually with the Department. Registration shall be submitted on forms available from the Department and shall include the following information:

1) The plumbing contractor's full name, business name, address and telephone number, full address of the business, business telephone and fax numbers; Federal Employer Identification Number (FEIN); whether the business is a sole proprietorship, partnership, or corporation; and the name of the registered agent, if the contractor is a corporation.

2) If the plumbing contractor is a corporation, annual certification from the Illinois Secretary of State that the corporation is in good standing in the State of Illinois as either a domestic or foreign corporation and has not been dissolved.

3) The name, address, telephone and plumber's license number of the licensed plumber of record for the plumbing contractor.

4) A copy of the valid plumber's license for the licensed plumber of record.

5) The annual registration fee specified in Section 894.70.

6) *An original certificate of insurance documenting that the plumbing contractor carries general liability insurance with a minimum of $100,000 per occurrence, a minimum of $300,000 aggregate for bodily injury, property damage insurance with a minimum of $50,000 or a minimum of $300,000 combined single limit, and worker's compensation insurance with a minimum of $500,000* *employer's liability.* (Section 13.1 of the Act) Sole proprietorships and partnerships with no employees are exempt from the worker's compensation insurance requirement.

7) *On a form provided by the Department, an indemnification bond in the amount of $20,000 or* an irrevocable *letter of credit* from a financial institution guaranteeing that funds shall be available only to the Department and shall be released upon written notification by the Department *in the same amount for* plumbing *work performed* by the registered plumbing contractor. (Section 13.1 of the Act) The letter of credit shall:

A) Be printed on the letterhead of the issuing financial institution;

B) Be signed by an officer of the same financial institution;

C) *Name the Department as the sole beneficiary* (Section 2.5 of the Act); and

D) Expire on April 30 of each year.

b) Registration Expiration and Renewal. All registrations issued under this Section shall expire on April 30 of each year, except that initial registrations issued after January 30 shall expire one year after the next April 30. Registration may be renewed for a period of one year from each succeeding May 1 upon submission by the plumbing contractor of a renewal registration form, all documents required in subsections (a)(5) and (6), and fee payment prior to that May 1.

c) Reporting Changes in Registration

1) Plumbing contractors shall report to the Department 15 days in advance of the change:

A) Any changes in the business structure, name, or location;

B) Any changes in ownership of the registered plumbing contractor;

C) Any changes in the licensed plumber of record listed on the registration application.

2) Operation under new ownership shall not commence until the Department has issued a new registration.

(Source: Amended at 38 Ill. Reg. 22239, effective November 12, 2014)