

November 2011

Here is the latest information on license renewals.

Members can mail information to:

City of Chicago

Department of Buildings

Attn: Bureau of Licensing and Registration

120 North Racine • Chicago, IL 60607

Phone number for additional information: *312-743-9061

***Do not call before 9:30 am**

Members can now get information on: www.cityofchicago.org/buildings

To download a copy of the renewal form, *COPY AND PASTE* the following into your web browser:

http://www.cityofchicago.org/city/en/depts/bldgs/provdrs/gen_contract/svcs/trade_licensing_renewals.html OR print page two of this document.

Please remember to include the following:

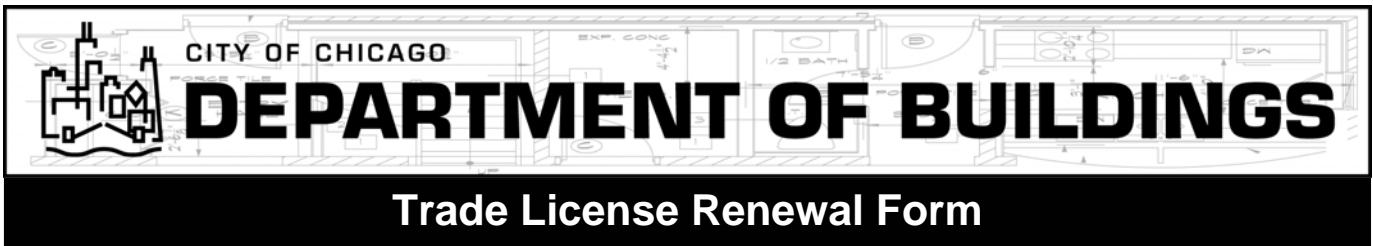
- 1. Name, Address and Phone Number**
- 2. Engineer No. and Place of Employment**
- 3. Date of Birth (MM/DD/YYYY)**
- 4. Last 4 digits of your Social Security Number**
- 5. Update any information that has changed on your license**
- 6. Include a check or money order for \$30.00 made payable to: Department of Revenue
(Please note: \$30 fee is for a two year renewal)**
- 7. Enclose a self-addressed stamped return envelope**

City of Chicago Help Line: 311

You may now pay your Renewal (and Duplicate License) fees with a credit card by calling 312-743-9061.

Please note that you will be charged a \$6.00 service fee by the service provider, VitalChek Network for renewing by phone.

Please Note: The City of Chicago is no longer sending out license renewal reminders due to budget constraints. Please be sure to check the renewal date of your license and renew it in a timely manner. The City of Chicago will still impose a late fee if you do not renew your license on time.



CITY OF CHICAGO
DEPARTMENT OF BUILDINGS

Trade License Renewal Form

1. Trade license renewals can be performed **90 days prior to the license expiration date**.
2. Include a self addressed stamped business size envelope.
3. Put a check in the box next to the trade license which you are renewing.

- Stationary Engineer**
 - Provide a check for the \$30.00 bi-annual registration renewal fee.
 - Include an additional \$5.00 late fee for each year that the license has been expired.
- Apprentice Crane Operator**
 - Provide a check for the \$35.00 annual registration renewal fee.
- Crane Operator**
 - Circle the license classification being renewed: Tower Crane / Mobile Crane / Drum Hoist
 - Provide a check for the \$50.00 annual license renewal fee.
 - Include an additional \$50.00 late fee for each year that the license has been expired.
- Supervising Elevator Mechanic**
 - Provide a check for the \$100.00 annual license renewal fee.
 - Include an additional \$50.00 late fee for each year that the license has been expired.
- Elevator Mechanic Contractor**
 - Provide a check for the \$35.00 annual registration fee.
 - Provide the Elevator Mechanic Contractor's registration # and the name and license # of the Supervising Elevator Mechanic.
 - Renewal over the phone is **not** available for this registration.
- Steam Boiler & Erector**
 - Provide a valid certificate or authorization from the National Board of Boiler and Pressure Vessel Inspectors.
 - Provide a check for the \$50.00 annual license renewal fee.
 - Renewal over the phone is **not** available for this license.

4. Journeyman Plumbers, Plumbing Contractors, Plumbers Apprentice, Supervising Electricians and Masonry Contractors cannot use this form. These trades must renew online at www.cityofchicago.org/buildings.
5. Make checks payable to the City of Chicago, Department of Revenue. Write the license # on the check.
6. Mail this completed form, check and any additional required items to:

**Chicago Department of Buildings
 Bureau of Licensing & Registration
 120 N. Racine Ave.
 Chicago, IL 60607**

7. Incomplete applications will be returned without processing. For questions, call (312) 743-9061.

Please be aware that you may renew some trade licenses over the phone with a credit card by calling 312-743-9061. There is a nominal service fee when using this method of license renewal.

Name: _____

License No.: _____ Address: _____

City: _____ State: _____ Zip: _____ Driver's License #: _____

Email: _____ Home Phone: _____ Date of Birth: _____

Present Occupation: _____ Social Security No. (last 4 digits only): _____

Company Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Licensee Signature: _____ Date: _____