

Documents to Return - All Contractors

- Initial Contractor Paperwork
- Certificate of Insurance
- Proof of Business Registration
- OSHA Certificates – if not already completed, wait until after you are on contract
- Any licenses for employees or State required licenses – some will be listed out below
- DCEO-OCA State Training – if you work for another Agency and have already completed

HVAC Contractors

- HVAC License for any city

Plumbing Contractors/Electrical/Roofing Contractors

- Any Licenses for staff
- State of Illinois Business License for your trade

Architectural Contractors

- EPA Lead Safe for any staff carrying certification
- EPA Lead Safe Firm Registration
- Any BPI certifications for staff

If you do not have specific licenses or certifications, we will work with you – it may not be necessary to have everything immediately and will evaluate this on a case by case basis