**Section 1460.10 Application for a Roofing License**

a) Applications for a roofing license under the Act shall be submitted to the Division on forms provided by the Division, along with the following documentation:

1) Limited roofing license applicants must submit the following:

A) Proof of liability insurance acceptable to the Division as specified in Section 1460.20. Proof shall be a Certificate of Insurance;

B) Either:

i) Proof that the applicant has obtained Workers' Compensation Insurance or that the applicant is an approved self-insurer of Workers' Compensation. Proof shall be either the Certificate of Insurance from the insurance provider or the Certificate of Approval as a Self-Insurer issued by the Illinois Workers' Compensation Commission; or

ii) Certifying statement that the applicant has no employees. If an applicant is a sole proprietorship or partnership and the applicant has no employees, the applicant shall not be required to provide proof of Workers' Compensation Insurance or Illinois Unemployment Insurance.

C) Proof that the applicant has obtained an unemployment insurance employer account number issued by the Illinois Department of Employment Security and that he or she is not delinquent in the payment of any amount due under the Unemployment Insurance Act. Proof shall be a copy of the quarterly report issued to the applicant by the Department of Employment Security;

D) Proof of a bond in the amount of $10,000 pursuant to Section 1460.30;

E) Designation of a qualifying party; and

F) The required fee set forth in Section 1460.80.

2) Unlimited roofing license applicants must submit the following:

A) Proof of liability insurance acceptable to the Division as specified in Section 1460.20. Proof shall be a Certificate of Insurance;

B) Either:

i) Proof that the applicant has obtained Workers' Compensation Insurance or that the applicant is an approved self-insurer of Workers' Compensation. Proof shall be either the Certificate of Insurance from the insurance provider or the Certificate of Approval as a Self-Insurer issued by the Illinois Workers' Compensation Commission; or

ii) Certifying statement that the applicant has no employees. If an applicant is a sole proprietorship or partnership and the applicant has no employees, the applicant shall not be required to provide proof of Workers' Compensation Insurance or Illinois Unemployment Insurance;

C) Proof that the applicant has obtained an unemployment insurance employer account number issued by the Illinois Department of Employment Security and that he or she is not delinquent in the payment of any amount due under the Unemployment Insurance Act. Proof shall be a copy of the quarterly report issued to the applicant by the Department of Employment Security;

D) Proof of a bond in the amount of $25,000 pursuant to Section 1460.30;

E) Designation of a qualifying party; and

F) The required fee set forth in Section 1460.80.

b) Any applicant for a limited or unlimited roofing license that is a partnership, corporation, business trust, or other legal entity shall provide the following information with the application:

1) For Corporations:

A) The name of the corporation and its business address, and the names of all members of the board of directors and officers;

B) A copy of the Articles of Incorporation bearing the seal of the office, in the jurisdiction in which the corporation is organized, whose duty it is to register corporations under the laws of that jurisdiction. If it is a foreign corporation, a copy of the certificate of authority to transact business in this State issued by the Secretary of State is also required; and

C) A copy of the authority to transact business under the Assumed Business Name Act [805 ILCS 405] issued by the Secretary of State for any assumed names of the corporation, if applicable.

2) For Partnerships:

A) A copy of the signed and dated partnership agreement, the name of the partnership and its business address, and the names of all general partners; and

B) A letter or certificate from the county clerk where an assumed name has been filed, if applicable.

3) For Limited Liability Companies or Limited Liability Partnerships:

A) The name of the limited liability company or partnership, the business address and the members/partners of the company/ partnership; and

B) A copy of the authority to transact business under the Assumed Business Name Act issued by the Secretary of State for any assumed names of the limited liability company or partnership, if applicable.

4) For Sole Proprietorships with an Assumed Name: A letter or certificate from the county clerk where an assumed name has been filed.

c) No roofing license will be issued to any applicant without a designated qualifying party who has passed the examination set forth in Section 1460.12.

d) A holder of a limited license who wants an unlimited license will be required to submit an application for an unlimited license in accordance with subsection (a)(2).

(Source: Amended at 45 Ill. Reg. 3009, effective March 12, 2021)