

October 22, 2015

Dear Electrical Contractor:

Your current license as an Electrical Contractor expires December 31, 2015.

IMPORTANT: Please be advised that effective January 1, 2016, the Village of Downers Grove will no longer be issuing or renewing electrical licenses.

In the future, to perform electrical work in the Village, an electrical permit will only be issued if you have either:

- 1) A valid electrical license issued by another municipality; or
- 2) Proof of successful passage of an electrical examination; or
- 3) An expired Village of Downers Grove electrical license; or other documentation deemed acceptable by the Building Official.

If you require an electrical license to perform work in other jurisdictions, **after this year** you must seek a license from some other municipality or agency.

To renew your license for the year 2016, for the last time as noted above, fully complete the APPLICATION FORM on the reverse of this sheet and return it with your payment. If you do not wish to renew your license, notify us in writing on the reverse of this notice. Please provide a telephone number and an e-mail address so that we can contact you.

As part of your application, we REQUIRE ALL OF THE FOLLOWING:

- Driver's License Number (including the name of the issuing state if other than Illinois)
- Social Security Number
- Date of Birth
- Home phone number
- Notarized signature of the applicant. The Cashier's office in the Village Hall has a notary and there is no charge for this service
- Check made payable to the Village of Downers Grove in the amount of \$112.00.

Your license CANNOT be issued until ALL REQUIRED information is provided.

Please keep a copy of this letter and your application.

Licenses will be issued beginning December 1, 2015, for calendar year 2016. If you have questions, please contact our office at 630-434-5500.

Applications received after December 15, 2015, may take up to FOUR WEEKS to be issued.

THIS IS THE LAST YEAR LICENSES WILL BE ISSUED OR RENEWED.

Sincerely,

April K. Holden
Village Clerk

VILLAGE OF DOWNERS GROVE