



**CITY OF
GRAND
RAPIDS**

APPLICATION FOR “RENEWAL” OF SIDEWALK BUILDER’S LICENSE January 1, 2024 - December 31, 2024

In order to perform work in the City of Grand Rapids public right-of-way in connection with new construction/removal/replacement of sidewalk, driveway approaches, and curb and gutter, a contractor must be licensed with the City Engineer’s Office-Sidewalk Division.

LICENSE RENEWALS. All contractors with a current Sidewalk Builder’s License may renew prior to expiration of current license or during the grace period following license expiration. See Fee Schedule below. **Prior to issuance of a renewed license, proof of current insurance and surety bond is required.** NOTE: Contractors who have not renewed their license in 5 years will be required to retake the written exam.

NEW CONTRACTORS. In addition to submitting the attached application, a new contractor must pass a written examination pertaining to City requirements for sidewalk construction.

The application form, along with payment of license fee, is due at the time application is submitted. Proof of insurance and a surety bond is also required (see below) and due prior to issuance of a license. **APPLICATIONS RECEIVED WITHOUT CURRENT INSURANCE AND BONDING INFORMATION WILL BE RETURNED.**

FEE SCHEDULE. Please note that fees are non-refundable.

Renewal – before December 31, 2023 (license exp date)	\$70.00 (check or cash only)
Renewal – between January 1 & January 31, 2024 (grace period)	\$87.50 (check or cash only)
Renewal – after January 31, 2024 (expired)	\$100.00 (check or cash only)

INSURANCE/BOND REQUIREMENTS. Must be valid for duration of license period.

Insurance - The City of Grand Rapids must be named as Additional Insured

General Liability - \$1,000,000 General Aggregate
\$1,000,000 Each Occurrence
\$1,000,000 Products-Comp/Op Agg. and Personal & Adv. Injury

Automobile Liability - \$1,000,000 Combined Single Limit

Worker's Compensation - Statutory Limits/Requirements

Bond Information

Surety Bond - No less than \$10,000.00

Payments for license renewals with this application form may only be made by check, cash or cashier check. No credit card payments will be accepted unless renewing online. Renewals can NOT be made at 1120 Monroe.

If you have any questions in connection with the application procedure, please call the Engineering Department/Sidewalk Division at 456-3060.

SIDEWALK BUILDER'S LICENSE – RENEWAL ONLY

License Period: January 1, 2024 - December 31, 2024

OFFICE OF THE CITY ENGINEER – SIDEWALK DIVISION

300 Monroe Ave NW 5th Floor – Grand Rapids, Michigan 49503 – 616.456.3458

Firm's Legal Name: _____

Owner's Name: _____

Address: _____ City _____ State _____ Zip _____

Email Address: _____ Primary Contact? ___ No ___ Yes

Office Phone: () _____ Cell Phone: () _____ Fax: () _____

Contact Person(s): _____

Signed by: _____ Print Name: _____
(OWNER OR LEGALLY AUTHORIZED AGENT)

Date: _____

Yes ___ No ___ Include my firm's name on a published list of Sidewalk Builders

NOTE: LICENSEES WHOSE NAMES ARE INCLUDED ON THIS LIST SHALL FURNISH PROMPT ESTIMATES TO ALL WHO MAY REQUEST SAME AND SET A DEFINITE DATE WHEN HE OR SHE CAN SCHEDULE THE WORK. NAMES OF LICENSEES WHO FAIL TO COMPLY WILL BE REMOVED FROM THE LIST

FEE SCHEDULE. Please note that fees are non-refundable.

Renewal – before December 31, 2023 (license exp date)	\$70.00 (check or cash only)
Renewal – between January 1 & January 31, 2024 (grace period)	\$87.50 (check or cash only)
Renewal – after January 31, 2024 (expired)	\$100.00 (check or cash only)

INSURANCE/BOND REQUIREMENTS. Must be valid for duration of license period and provided with this application. Provide to your Insurance and Surety agent.

Insurance - The City of Grand Rapids must be named as Additional Insured

General Liability - \$1,000,000 General Aggregate
\$1,000,000 Each Occurrence
\$1,000,000 Products-Comp/Op Agg. and Personal & Adv. Injury

Automobile Liability - \$1,000,000 Combined Single Limit

Worker's Compensation - Statutory Limits/Requirements

Bond Information

Surety Bond - No less than \$10,000.00

CITY USE: Fee Paid: _____ Insurance Rec'd: _____ Surety Bond Rec'd: _____

Date Received: _____ License Issued: _____