



## Contractor Registration Instructions:

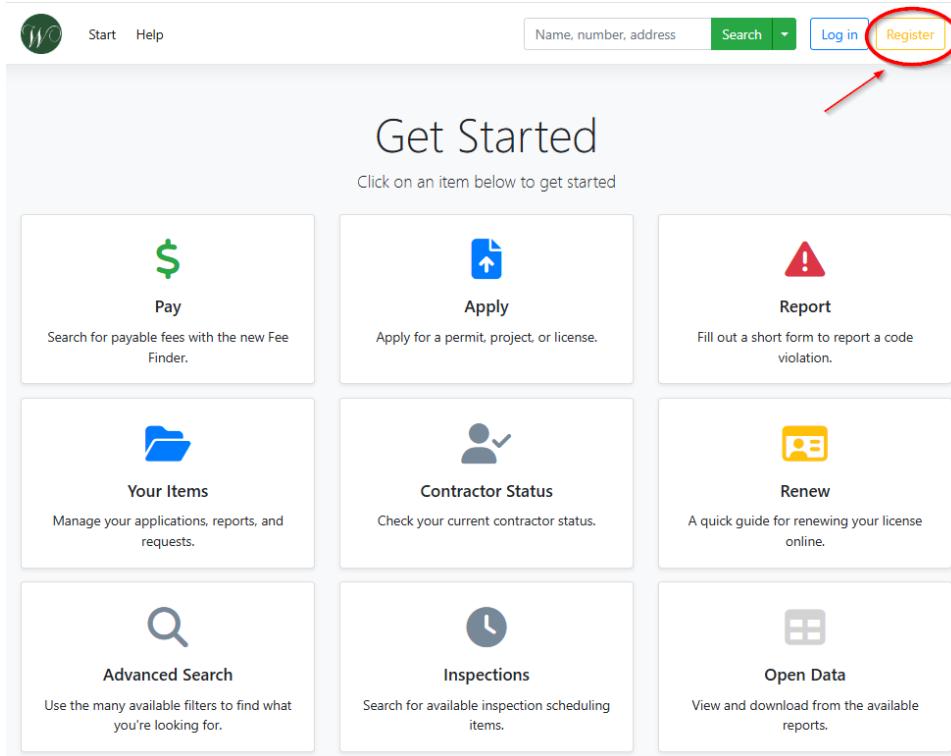
Contractor registration is managed through the Village's online permitting system: LAMA.

**Start here: <https://willowbrook.onlama.com>**

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### Step 1: Create an Account

1. Click Register in the upper right-hand corner of the homepage.
2. Already have an account? Skip to Step 5 to upload your license and insurance documents.

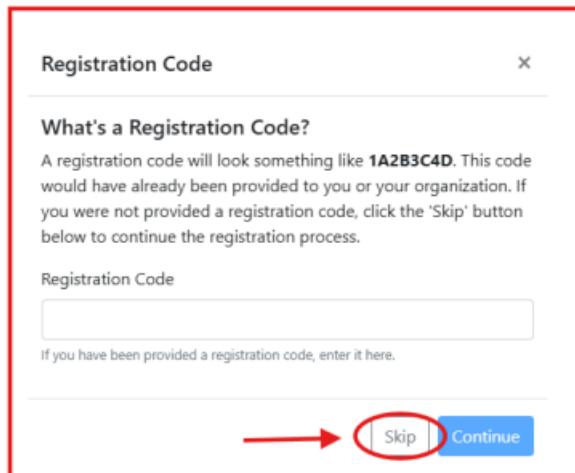


The screenshot shows the LAMA homepage with a "Get Started" section. At the top right, there is a "Register" button highlighted with a red circle and an arrow pointing to it. The page also features a search bar and navigation links for "Start" and "Help". Below the "Get Started" section are nine service icons arranged in a 3x3 grid:

<b>Pay</b> Search for payable fees with the new Fee Finder.	<b>Apply</b> Apply for a permit, project, or license.	<b>Report</b> Fill out a short form to report a code violation.
<b>Your Items</b> Manage your applications, reports, and requests.	<b>Contractor Status</b> Check your current contractor status.	<b>Renew</b> A quick guide for renewing your license online.
<b>Advanced Search</b> Use the many available filters to find what you're looking for.	<b>Inspections</b> Search for available inspection scheduling items.	<b>Open Data</b> View and download from the available reports.

## Step 2: Registration Code Box

If prompted with a Registration Code box, enter the registration code that you were provided:



If you **do not** have a registration code (used to link to an existing permit), click Skip to continue.

## Step 3: Enter Account Information

Create a username and password.

### Important:

Check the box "I am registering on behalf of a business" and enter your:

- Full business name
- Mailing address (exactly as shown on your Certificate of Insurance)

This ensures that others can find your business and add you to permits. You'll receive notifications when added to a permit.

**Contact Information**

When submitting applications, you will need to supply contact information. Store it here first for your convenience.

If registering on behalf of a business, enter the business name here and check the box below. Otherwise, type your first and last name.

I am registering on behalf of a business

Business Full Name \*

ABC Contracting Inc

Business Mailing Address \*

123 Front St

## Step 4: Select Contractor Type

Check "I am registering as a contractor."

Select all applicable trade types (e.g., General, Electrical, Plumbing).

*Tip: Hold CTRL (or Command on Mac) to select multiple types.*

**Contractor Registration**

If you've already connected your account to a contractor type, you can [check your contractor status here](#)

Registering as a contractor will allow you to apply for some permits where a contractor is required. To select multiple types, hold CTRL and select each of the applicable types.

I am registering as a contractor

Type

General  
Electrical  
Interior Plumbing  
Mechanical

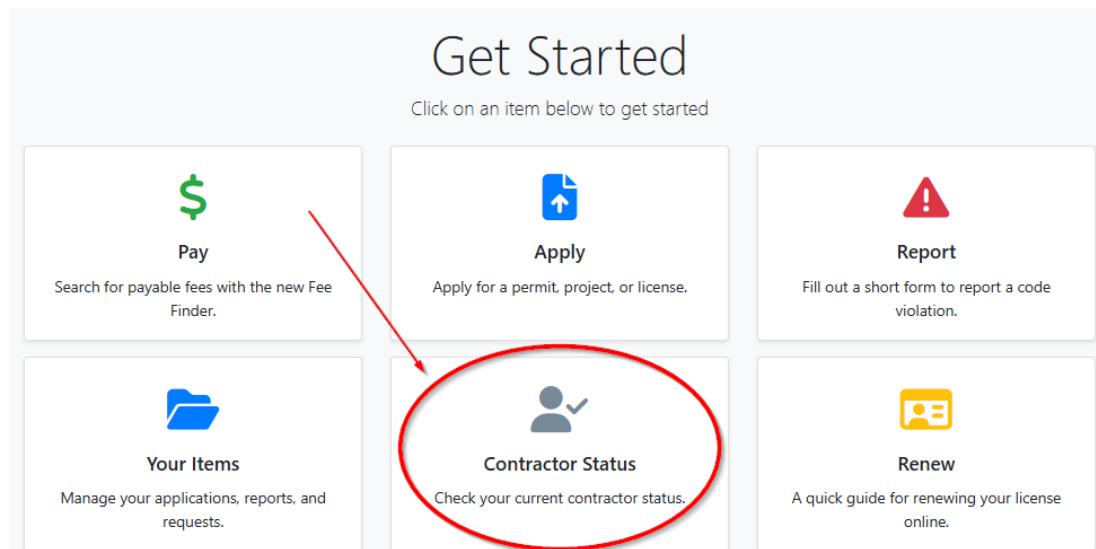
Select all applicable contractor professions for this account. To select multiple types, hold down Ctrl (Windows) / Command (Mac) and click each type.

**Save Changes**

## Uploading Required Documents

### Step 5: Upload Insurance and Licenses

1. From the homepage, click Contractor Status.



2. Based on your selected contractor type(s), a list of required documents will appear.
3. Click the blue link next to Certificate of Insurance to upload.

## Contractor Status

[View your current contractor status below](#)

## Electrical

## Requirements

- Certificate of Insurance
- Municipal License
- Surety Bond

Roofer 

## Requirements

- Certificate of Insurance
- State of Illinois Roofing License

## Uploading Your Certificate of Insurance (COI)

- Enter:
  - Policy number
  - Issued by
  - Issue and expiration dates
- Upload a digital copy of your COI.

CERTIFICATE OF LIABILITY INSURANCE						DATE (MM/DD/YYYY) 01/30/2015	
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERs NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.							
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).							
<b>PRODUCER</b> <b>AGENCY NAME</b> 123 MAIN ST BURBANK CA 91502		<b>CONTACT NAME</b> <b>PHONE</b> [A/C, No, Ext] <b>E-MAIL</b> <b>ADDRESS:</b>		<b>AGENT NAME</b> <b>FAX</b> [A/C, No]			
				<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A :</b> INSURANCE COMPANY NAME		NAIC # 12345	
				<b>INSURER B :</b> <b>INSURER C :</b> <b>INSURER D :</b> <b>INSURER E :</b> <b>INSURER F :</b>			
<b>COVERAGEs</b>		<b>CERTIFICATE NUMBER:</b>			<b>REVISION NUMBER:</b>		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	TYPE OF INSURANCE	ADD'L BURR INSR. W/WD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY			01/30/2015	01/30/2016	EACH OCCURRENCE	\$ 1,000,000
	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					DAMAGED TO RENTED EXCLUSIONS (See document)	\$ 300,000
						MDLY EXP (Any one person)	\$ 10,000
						PERSONAL & ADV INJURY	\$ 1,000,000
						GENERAL AGGREGATE	\$ 2,000,000
						PRODUCTS - COMPOD AGG	\$ 2,000,000
							\$
GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO- JECT <input type="checkbox"/> LOC							
AUTOMOBILE LIABILITY							
COMBINED SINGLE LIMIT (\$500,000.00)							

Once you've entered all the information as it appears on your Certificate of Insurance, upload a copy of the COI and click 'Save'.

**Certificate of Insurance**

Policy Number \*

Issued By \*

Issued Date \*

 [ ]

Expiration Date \*

 [ ]

**Upload a copy of the Certificate of Insurance**

Document Attachment \*

No file chosen



**Review and Save**

### Uploading Your License (If Required)

1. Click the blue link next to your license requirement (e.g., State of Illinois Roofing License).

## Contractor Status

View your current contractor status below

**Electrical** X

**Requirements**

- [Certificate of Insurance](#) X
- [Municipal License](#) X
- [Surety Bond](#) X

**Roofer** X

**Requirements**

- [Certificate of Insurance](#) X
- [State of Illinois Roofing License](#) X

2. Fill in:

- License number
- Issuing authority
- Issue and expiration dates

3. Upload a copy of the license.

4. Click Save.

**Electricians License**

Policy Number \*

Issued By \*

Issued Date \*

Expiration Date \*

**Upload a copy of the Electricians License**

Document Attachment \*



**Review and Save**



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**Final Step: Approval**

Once all documents are uploaded and approved:

Your contractor profile will be saved in LAMA and automatically linked to future permits where you're listed.