



TOWN OF SCHERERVILLE, INDIANA
 10 E. Joliet Street
 Schererville, IN 46375

APPLICATION FOR CONTRACTOR REGISTRATION

****Only fill out application if you are a new contractor or if you have any changes to your existing license****

Legal name of firm or corporation: _____

(REQUIRED) Corporation LLC Co-partnership Individual

Trade: _____ Number of Employees: _____

Mailing Address: _____ City/State/Zip: _____

Email Address: _____

Phone: _____ Cell: _____ Fax: _____

Names of Officers/Owners (must provide at least one Driver's License Number)

President: _____ Driver's License No. _____

Vice-President: _____ Driver's License No. _____

Please list three municipalities where applicant is currently registered:

1. _____ 2. _____ 3. _____

Signature _____ **Date** _____

Renewal is on an annual basis. Renewal fee is \$50 and must be received by March 1st. All new contractors will pay a registration fee of \$100. If there are any changes to the above information, please notify the Schererville Building Department at 219-322-2211, Ext 4. It is the responsibility of the contractor to provide updates when bonds and/or insurances expire during the calendar year of registration. Allowing policies to lapse could result in further fees. All documents must have your legal company name - including LLC, CO, or INC.

<u>INSURANCE REQUIREMENTS</u>	<u>WORKER'S COMPENSATION</u>	<u>BOND REQUIREMENTS</u>
<p>General Liability: \$1,000,000 Per Occurrence: \$500,000</p> <p>*The Town of Schererville must be the certificate holder. *If working on Town-owned property, the Town of Schererville must be listed as additional insured.</p>	<p>Each Accident: \$100,000 Disease-Per Employee: \$100,000 Disease Policy Limit: \$500,000</p> <p>*If no employees, The Town of Schererville requires a Clearance Certificate from the Worker's Compensation Board of Indiana. *The Town of Schererville must be the certificate holder.</p>	<p>*Bond amount: \$5,000</p> <p>*The bond obligee should read "Board of Commissioners of Lake County, IN and all cities, towns and municipalities in Lake County, IN." *The bond must be recorded at the Lake County Recorders' Office located at 2293 N. Main St., Crown Point, IN 46307. Contact 219-755-3730 for further information.</p>

Plumbers must provide a copy of current Indiana State Plumbing License.
Electricians must pass the Town of Schererville electrical exam. There is no fee for the test and it is open book with a two hour time limit.