

CONTRACTOR REGISTRATION REQUIREMENTS

The Town of Schererville requires that all contractors performing work in town be registered. The following information is provided to assist contractors with the process. For additional information or questions, please contact the Planning and Building Department at 219-322-2211, ext. 4.

Application: The application can be downloaded from the website or picked up at the Planning and Building Department offices.

Recorded bond: The bond must be in the amount of \$5000 and must be recorded at the Lake County Recorder's Office located at 2293 N. Main St., Crown Point, IN 46307 (Ph: 219-755-3730)

The bond obligee should read "Board of Commissioner of Lake County, Indiana, and all cities, towns and municipalities in Lake County, Indiana"

The original bond is retained by the Recorder's Office. Please request a copy of the recorded bond for your file. Also, there are fees involved for the recording process. Please contact the Recorder's Office at the number listed above to determine the amount due.

Insurance: The certificate of insurance must show "Town of Schererville" as the certificate holder. General liability must be in the amount of \$1 million and \$500,000 per occurrence, and workers compensation must meet statutory requirements. Contractors that do not have employees can provide a Workers Compensation Clearance Certificate. Application forms are available in the Planning and Building Department office or can be downloaded from www.in.gov.workcomp.

Plumbers: A copy of a current State Plumbing Contractor License must be provided.

Electricians: Electricians must pass the Town of Schererville electrical test. The test is open book with a two hour time limit. There is no fee for the test.

Registration Fee: The initial fee for registration is \$100 and covers January 1st through December 31st of the calendar year. The renewal fee is \$50 if paid by March 1st.