

**BOARD OF LICENSING AND REGISTRATION
TOWN OF SCHERERVILLE, INDIANA
APPLICATION FOR CONTRACTOR REGISTRATION**

This application must be submitted to the Planning & Building Department with a **certificate of liability insurance** (\$500,000 for one person/\$1,000,000 for one accident), a **Lake County recorded indemnity bond** in the amount of \$5,000, and **worker's compensation insurance or State stamped clearance certificate** before the application fee can be accepted and the registration issued, per Ordinance No. 1212. Note: Application fee is \$100. Renewal fee is \$50 and must be received by March 1st.

TO BE FILLED OUT BY THE APPLICANT FOR REGISTRATION

Please type or print ALL information.

1. Trade name of person, firm, or corporation to whom permits are to be issued: _____

2. Is the applicant an individual, LLC, co-partnership or corporation? _____

3. Names of Officers/Owners: Pres. _____
 Vice-Pres. _____
 Sec. _____
 Treas. _____

4. Driver's License No. (Pres./Owner) _____

5. Business/Mailing Address _____

 Phone _____
 Cell _____
 Fax _____
 E-mail _____

6. What is the principal business/trade of the applicant? _____

7. Number of Employees _____

8. List at least three other municipalities where applicant is currently registered: _____

Signature _____ **Date** _____

Renewal is on an annual basis. If there are any changes to the above information, please notify the Schererville Building Dept. at 219-322-2211, Ext. 4. **NOTE:** It is the responsibility of the contractor to provide updates when bonds and/or insurance expire during the calendar year of registration. Failure to do so within 30 days of expiration will result in the lapse of the registration and the requirement to renew at \$100.

Mailing Address: Town of Schererville
 10 E. Joliet St.
 Schererville, IN 46375
 Phone# 219-322-2211 - Fax# 219-865-5504

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 Commissioners 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.