



**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)      Inc.                      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 1<sup>st</sup>. 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.

<b><u>INSURANCE REQUIREMENTS</u></b>	<b><u>WORKER'S COMPENSATION</u></b>	<b><u>BOND REQUIREMENTS</u></b>
General Liability: \$1,000,000 Per Occurrence: \$500,000  *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.	Each Accident: \$100,000 Disease-Per Employee: \$100,000 Disease Policy Limit: \$500,000  *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.	*Bond amount: \$5,000  *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.

**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.