

**FEES REVISED FEBRUARY 4, 2017**

**TOWN OF HIGHLAND  
3333 RIDGE ROAD  
HIGHLAND, INDIANA 46322  
1-219-972-7595  
FAX - 1-219-972-5097  
Renewal form on line at [www.highland.in.gov](http://www.highland.in.gov)**

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**CONTRACTORS NOTICE OF RENEWAL**

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**AS OF DECEMBER 31, OF EACH YEAR CONTRACTORS WORKING IN THE TOWN OF HIGHLAND MUST RENEW THEIR LICENSE IMMEDIATELY OR THEY WILL BE SUBJECT TO A CITATION FOR WORKING ON AN EXPIRED LICENSE.**  
**ALL LICENSES EXPIRE ON the 31<sup>st</sup> of DECEMBER ANNUALLY.**

This is to remind you that your contractor's license must be renewed for the calendar year between November 1<sup>st</sup> of the previous year and February 28<sup>th</sup> of the current year . Please fill out the renewal application form below and return it along with the fee of **\$56.00**. Please make check payable to the Town of Highland.



**Contractors wishing to renew by mail MUST include a SELF- ADDRESSED STAMPED ENVELOPE for the return of their license. If we do not receive a self-addressed stamped envelope your license will be kept in your file at our office.**

**Applications received after February 28<sup>th</sup> of each year, will be subject to a **\$28.00** late fee.**

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**RENEWAL FORM FOR CONTRACTORS LICENSE**

DATE: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE # \_\_\_\_\_ Mobil # \_\_\_\_\_ Fax # \_\_\_\_\_

E- Mail Address: \_\_\_\_\_



Please **enclose a current** copy of your **insurance and recorded bond** for our files. **FAILURE TO SUBMIT THE ABOVE WILL DELAY THE ISSUANCE OF YOUR LICENSE AND LATE FEE WILL BE IMPOSED.** IF THE ABOVE IS NOT RECEIVED BEFORE FEBRUARY 28<sup>TH</sup> YOUR CHECK WILL BE RETURNED AND A NEW CHECK WILL BE REQUIRED TO INCLUDE THE LATE FEE IMPOSED. PLEASE BE SURE YOUR BOND IS MADE OUT PROPERLY AND RECORDED.

If you have any questions regarding the recording of your Lake county Bond, please contact the County Records Office in Crown Point, 1-219-755-3730. Any other questions may be directed to the office of the Building Commissioner at 1-219-972-7595