

**TOWN OF HIGHLAND, INDIANA
CONTRACTOR LICENSE/REGISTRATION APPLICATION**

3333 RIDGE ROAD, HIGHLAND, INDIANA 46322

PHONE 219 972-7595 FAX 219 972-5097

SPECIFY TYPE OF CONTRACTORS LICENSE BEING APPLIED FOR: **GENERAL** _____ **ELECTRICAL** _____ **HVAC** _____

PLUMBING _____ (STATE PLBG. LIC. NO. _____) **OTHER** (SPECIFY) _____

NAME OF COMPANY: _____ BUSINESS ADDRESS: _____

CITY/TOWN: _____ STATE: _____ ZIP: _____ PHONE: (____) _____

FAX: (____) _____ CELL PHONE: (____) _____

NAME OF LICENSEE: _____ TITLE WITH COMPANY: _____

HOME ADDRESS: _____ CITY/TOWN: _____ STATE: _____ ZIP: _____

HOME PHONE: (____) _____ DATE OF BIRTH: _____ EMAIL: _____

REFERENCES LIVING IN LAKE COUNTY, INDIANA: (BUSINESS OR PERSONAL) MUST HAVE TWO.

NAME:

ADDRESS:

PHONE #:

1. _____

2. _____

ARE YOU NOW LICENSED AS A CONTRACTOR IN ANY OTHER COMMUNITY IN LAKE COUNTY, IN.? IF SO, WITH WHOM? AND FOR HOW LONG?

Have you ever been arrested/convicted in Indiana, or any other state of obtaining money under false pretenses, extortion, forgery, embezzlement or criminal conspiracy to defraud, or other like offenses? Yes No If yes, please explain nature of arrest/charge, date of conviction, court and location where arrested/conviction, sentence imposed and whether the sentence or disposition has been completed. _____

Are you currently under indictment or charged by information for the offense of any of the above charges? Yes No
If yes, please explain nature of charges and the status of the case. _____

Are you familiar with the applicable State of Indiana and Town of Highlands respective Building Codes? Yes No

Are you familiar with the required permits, inspections and approvals necessary in the Town of Highland, In.? Yes No

Have you received, and do you understand the requirements of Ordinance #908 {HMC 5.20} as it pertains to being licensed in the Town of Highland? Yes No

Applicant's Signature _____

Date Received _____

REQUIREMENTS PRIOR TO PROCESSING LICENSE APPLICATION REQUEST:

Application Fee \$35.50 – License Fee \$70.50 – Total Fee \$106.00

Copy of Drivers License (for picture I.D.) Of Person named as Licensee on this application.

Copy of Lake County, Indiana Recorded Bond (\$5,000) **MUST HAVE RECORDER'S STAMP**

The bond obligee must read "Board of Commissioners of the County of Lake, State of Indiana, and all cities, towns and municipalities in Lake County, Indiana. Contact Lake County Recorder's office at 219-755-3730 for recording instructions.

Certificate of Insurance showing Property Damage of not less than \$50,000.00 and Liability Insurance of not less than \$100,000.00.

Certificate of Insurance **MUST** show the Town of Highland, 3333 Ridge Rd., Highland, IN 46322 as the certificate holder.

Approved by: _____ Date approved: _____

Title: _____

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SUPPLEMENT**

Please answer the following questions along with submitting the following information:

- 1) As the applying contractor (company): Have you been debarred or suspended from performing construction work by any Federal, State or Local Government Agency or Authority in the three (3) years immediately preceding the application for a contractor license? Yes No
- 2) As the applying contractor (company): Have you been found within the past three (3) years by a Court or Governmental Agency to be in violation of any law relating to providing Workers Compensation Insurance coverage misclassification of employees as independent contractors, payment of Employer Payroll Taxes, Employee Income Tax Withholding, Wage and Hour Laws, Prompt Payment Law or Prevailing Wage Laws? Yes No
- 3) As the applying contractor (company): Do you maintain appropriate Workers Compensation Insurance records as required by I.C. 22-3-5? Please provide documentary proof of such coverage to the Building Department which will be maintained in your file as public record. Yes No
- 4) As the applying contractor (company): Do you classify all employees as employees rather than independent contractors and comply with all laws accordingly for the purposes of Minimum Wages and Overtime, Workers Compensation Insurance coverage, Unemployment Taxes, Social Security Taxes and Federal Income Tax withholding? Yes No
- 5) As the applying contractor (company), you are required to maintain detailed payroll records and provide said records to the Building Department within Five (5) days upon request. Are you aware of this requirement? Yes No
- 6) As the applying contractor (company): Are you aware that as the applying Contractor (Company) you must comply with I.C. 22-2 with respect to the payment of wages? Yes No
- 7) As the applying contractor (company): Are you aware that you are required to pay all required contributions to the Unemployment Insurance Benefit Fund established by I.C. 22-4-26-1? Yes No

Note: In the event any person or entity that is subject to the above forgoing conditions and qualifications fails to comply with any of the qualifications and conditions with respect to the project for which the contractor's license was issued, the permit shall be deemed by operation of law, temporarily suspended and all construction work on the entire project shall cease immediately upon issuance of a Stop Work Order by the Building Commissioner and or his/her designee until further notice by him/her.

Contractors (Company) Name _____

Applicants Signature _____

Applicants Name (Printed) _____

Date _____

TOWN OF HIGHLAND
BUILDING & INSPECTION DEPARTMENT NOTICE

December 10, 2019

TO: ALL EXISTING AND PROSPECTIVE CONSTRUCTION MANAGERS, GENERAL CONTRACTORS, OTHER LEAD OR PRIME CONTRACTORS, ANY ENTITY FUNCTIONING IN SUCH CAPACITY, ANY LEAD OR PRIME CONTRACTOR OR SUBCONTRACTOR, ANY TIER OR OTHER PERSON OR ENTITY THAT IS ENGAGED TO PERFORM CONSTRUCTION WORK ON THE PROPERTY THAT IS THE SUBJECT OF A CONTRACTOR LICENSE (HEREINAFTER, COLLECTIVELY AND INDIVIDUALLY REFERRED TO AS “CONTRACTOR”).

RE: NEW CONTRACTOR LICENSING ORDINANCE REQUIREMENTS

Please be advised that on December 9, 2019 the Town of Highland, Indiana Town Council passed Ordinance No. 1710 amending Chapter 5.20 of the Municipal Code Entitled “Licensing of Building Contractors” which will now require that each contractor’s license issued in connection with the construction, reconstruction, installation, demolition, maintenance or repair of any commercial building estimated cost of \$250,000.00 or more, or in connection with a residential building with five (5) or more units, will be subject to and shall include the following set of mandatory permit conditions and qualifications specified in an attached copy of said ordinance.