

OGDEN DUNES BUILDING DEPARTMENT

Porter County

115 Hillcrest Road
Ogden Dunes, Indiana 46368

Phone: 219-762-4125
Fax: 219-762-3000



CONTRACTOR REGISTRATION REQUIREMENTS

Contractors must submit a COMPLETE application packet when registering or renewing.

A complete application packet includes ALL of the following documents

- Application for contractor/subcontractor registration/renewal
- Certificate of Insurance (with Town of Ogden Dunes listed as certificate holder)
- Porter County bond (must have Porter County Recorder's stamp)
- Proof of holding a license in good standing (minimum of TWO (2), see list in attached Ord. 152.099)

Incomplete applications will be discarded 10 business days after initial receipt with forfeiture of application fee.

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CONTRACTOR/SUBCONTRACTOR REGISTRATION/RENEWAL

License Renewal Fee: \$25.00 before January 31st
Late Renewal Fee: \$50.00 February 1st – February 28th
New Registration: \$100.00 (All expire December 31)

ALL CONTRACTORS WHO DO NOT RENEW IN CONTINUOUS YEARS BEFORE MARCH 1st WILL BE CONSIDERED A NEW REGISTRATION AT A FEE OF \$100.00

Please Include: **Proof of Current Certificate of Insurance, Recorded Porter County Bond & Licenses in Good Standing (see attached ordinance)**

Name of Business _____

Business Address _____

City, State Zip _____

Business Phone _____

Business Email _____

Type of Business _____

Snow Removal Yes No Back-flow Testing Yes No

Full names of officers, directors, or partners:

Name Residential address Position

Name Residential address Position

Name Residential address Position

Owner's signature

Date

Print name

****PLEASE RETURN COMPLETED FORM WITH ALL REQUIRED DOCUMENTS AND PAYMENT IN FULL****

Incomplete applications will be discarded 10 business days after initial receipt with forfeiture of application fee.

IF YOU WOULD LIKE A COPY OF YOUR REGISTRATION, PLEASE INCLUDE A SELF-ADDRESSED, STAMPED ENVELOPE

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NOTICE

It is unlawful to contract or subcontract work in the Town of Ogden Dunes to any unlicensed contractor or subcontractor. Therefore, building permits will not be issued until all contractors and subcontractors for the project are registered with the town.

*****PERMITS ARE REQUIRED PRIOR TO BEGINNING WORK*****

For specific permit filing and application requirements, see Ord. 152.076

ALL WORK PERMIT APPLICATIONS MUST BE SIGNED BY THE HOMEOWNER.

A review period of 30 days from the date received by the Building Commissioner is required for each application prior to approval.
(Ord. 152.076 (D) Application review period)

Applications for projects of a larger scale and/or requiring engineering or architectural review should be submitted far enough in advance to account for more involved review.

To prevent delays, when submitting your permit application, please include a scope of work or a signed contract stating what work is to be done and what the total cost of the project will be.

ALL building permits have a requirement of AT LEAST one (1) inspection.

For the number of inspections required for your specific project, please refer to the schedule of fees, payments, and refunds given to you when your permit was issued. If you did not receive a copy of this form or are unsure of the number of inspections required for your project, please call or stop by our office.

Hours and phone numbers are listed below.

FAILURE TO COMPLETE INSPECTIONS, MAY RESULT IN DENIAL OF FUTURE BUILDING PERMITS AND REVOCATION OF YOUR CONTRACTOR REGISTRATION WITH THE TOWN OF OGDEN DUNES

If you have any questions, please feel free to call us.

Patrick Smith
Building Commissioner
115 Hillcrest Rd
Ogden Dunes, IN 46368

Office: 219-762-4125
Mobile: 219-929-7746
Fax: 219-762-3000

odtown@comcast.net
Office Hours: M-F 8a to 3p

152.099 CONTRACTOR REGISTRATION.

(A) *Contractor licensing.* Any building contractors, general contractors, and subcontractors doing business within the Town of Ogden Dunes must be licensed in accordance with the following provisions:

(1) Electrical and plumbing/HVAC contractors will always require a license.

(2) Licensing requirement for all contractors and subcontractors, performing work within the Town of Ogden Dunes shall include proof of holding a license in good standing from the following communities or counties in Northwest Indiana, or the City of Chicago, Illinois:

City of Chicago
City of Hobart
City of Lake Station
Town of Merrillville
Town of Munster

Town of Schererville
City of South Bend
Town of St. John
Lake County, IN
St. Joseph County, IN

(a) General contractors are required to provide a list of all subcontractors working on each project. This list is required to be filed prior to commencing work on any project. Changes in subcontractors must be made in writing, prior to commencing work to be performed by the subcontractor.

(b) Any contractor employing an unlicensed subcontractor will have its contractor's license suspended in the Town of Ogden Dunes until compliance is achieved and all applicable fines are paid. Additionally, work shall be stopped on the project for a violation of this section.

(c) Inspections will not be performed on work completed by an unlicensed contractor.

(3) Whenever a building trades contractor is contracting directly with the homeowner (not working for a licensed General Contractor) the building trade contractor is required to have a license. ('99 Code, ' 10-250)

(B) *Licensing and renewal fees.* Each such contractor shall submit an application for a license, on a form provided by the Clerk-Treasurer, accompanied by an application fee in the amount specified in ' 152.203. The license shall expire annually on December 31 each year.

(1) Each contractor and/or subcontractor shall renew his or her license annually, not later than January 30. Renewal fee for the license shall be in the amount specified in ' 152.203.

(2) Each contractor and/or subcontractor who fails to renew by the thirtieth day of January of each year must submit a late renewal application for licensing, accompanied by a fee in the amount specified in ' 152.203. ('99 Code, ' 10-251) 2006 S-2 84 Ogden Dunes - Land Usage

(C) *Insurance.* General contractors and/or subcontractors shall furnish proof of insurance satisfactory to the town showing compliance with the Indiana Workers Compensation and Occupational Disease laws.

- (1) Contractor shall also provide: Certificate of Insurance showing coverage limits of \$500,000 per occurrence with a yearly aggregate coverage of \$1,000,000.
- (2) Unified License Bond in an amount equal to \$5,000. This bond must be recorded and filed with the County Recorder.
- (3) Proof of Workers Compensation Insurance coverage for all employees. ('99 Code, ' 10-252)

(D) *Homeowner licenses.* Homeowners are not required to be licensed to perform work on their property. Homeowners who hire unlicensed contractors do so at their own risk. The town cannot protect homeowners against fraud, poor workmanship, or damage to their property, neighboring property, or town property.

('99 Code, ' 10-253) (Ord. 643, passed 3-2-98; Am. Ord. 697, passed 3-6-06) Penalty, see ' 152.999