

# 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 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))
- Registration Fee:
  - License Renewal Fee: \$100.00 (before January 31<sup>st</sup>)
  - Renewal Fee: \$125.00 (February 1<sup>st</sup> – February 28<sup>th</sup>)
  - New Registration: \$175.00 (All expire December 31)

**\*\*ALL COMPLETED FORMS MUST BE RETURNED WITH ALL  
REQUIRED DOCUMENTS AND PAYMENT\*\***

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

# OGDEN DUNES BUILDING DEPARTMENT

Porter County

115 Hillcrest Road  
Ogden Dunes, Indiana 46368

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



## CONTRACTOR/SUBCONTRACTOR REGISTRATION

License Renewal Fee: \$100.00 (before January 31<sup>st</sup>)  
Late Renewal Fee: \$125.00 February 1<sup>st</sup> – February 28<sup>th</sup>)  
New Registration: \$175.00 (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 \$175.00**

Please Include: **Proof of Current Certificate of Insurance, Recorded Porter County Bond & Licenses in Good Standing**

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

**\*\*ALL COMPLETED FORMS MUST BE RETURNED WITH ALL REQUIRED DOCUMENTS AND PAYMENT  
Incomplete applications will be discarded 10 business days after initial receipt with forfeiture of application fee.**

# OGDEN DUNES BUILDING DEPARTMENT

Porter County

115 Hillcrest Road  
Ogden Dunes, Indiana 46368

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



## 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 BUILDING PERMIT APPLICATIONS MUST BE  
SIGNED BY THE HOMEOWNER AND INCLUDE A  
SIGNED CONTRACT.**

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 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.

Jeremy Ogden  
Building Commissioner  
115 Hillcrest Rd  
Ogden Dunes, IN 46368

Office: 219-762-4125  
Mobile: 219-314-8921  
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