

# East Chicago Building Department

Division of Inspections & Permits/Code Enforcement  
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(219) 391-8294 ~ Fax: 391-7013  
[www.eastchicago.com](http://www.eastchicago.com)

## REQUIREMENTS FOR RENTAL PROPERTY REGISTRATION

*City of East Chicago, Indiana Code of Ordinances Title XI, Chapter 123: Rental Housing and Ordinance No. 16-0013* require owners of real property in the City of East Chicago, to register all rental housing on an annual basis. These ordinances require owners of rental properties to register annually at the East Chicago Building Department office, 4444 Railroad Avenue, East Chicago, Indiana, and pay an annual registration fee of \$5.00 per each rental unit community (as defined by Indiana Code 36-1-20-1.5), building or parcel.

### 1. Registration Forms

Registration forms are available at the East Chicago Building Department Office, 4444 Railroad Avenue, East Chicago, Indiana, and to be completed by the owners, or his representative, of real property used as rental housing.

### 2. Registration Fee

Registration fee shall consist of a \$5.00 per each rental unit community (as defined by Indiana Code 36-1-20-1.5), building or parcel. A late fee shall be assessed in the amount of \$100, in addition to the \$5.00 registration fee per each rental unit community (as defined by Indiana Code 36-1-20-1.5), building or parcel not registered by April 15, 2018.

### 3. Proof of Ownership

Proof of ownership, i.e. deed, mortgage, etc., shall be required to be presented upon owners registering their rental properties. In addition, picture identification, i.e. driver's license or state identification, shall be required.

### 4. Proof of Insurance (\*\*Declaration Page showing insurance coverage amounts)

Proof of property insurance shall be submitted upon owners registering their rental properties. Alternately, a bond or letter of credit from a federally insured financial institution may be filed with the Office of the City Controller in an amount equal to the value of the property insured or \$25,000, whichever is greater, which will be used to cover the cost of demolition if necessary.

### 5. Occupant Information

Each applicant for rental registration shall, in addition to all other information required, provide the names of the primary tenants for each rental unit and an emergency contact number for each listed tenant.

### 6. Violation

Failure to register any and all real property utilized as rental housing shall constitute a violation of this chapter and the owner shall be assessed a fine not to exceed \$2,500.

### 7. Online Registration

The City of East Chicago, Indiana has implemented its online permitting system **effective January 2, 2017**. The implementation of this type of software will:

- Enhance customer service by allowing contractors and citizens to submit rental applications, upload supporting documents and pay any associated fees
- Reduce time and expense for citizens in applying for rental applications
- Provide automated notifications to improve the service provided to our customers
- Improve staff efficiency and coordination throughout the department
- Track data more efficiently
- The online permitting system will enable all aspects of the application process and submittal, fee payment and delivery of approved rental registration applications via email or website

Customers will be required to have their assigned CID (Customer Identification Number) in order to register online. Please email [mchandler@eastchicago.com](mailto:mchandler@eastchicago.com) to obtain your CID information.

For additional information, please contact the East Chicago Building Department at (219) 391-8294 or visit the City's website at [www.eastchicago.com](http://www.eastchicago.com) (Building link), and to find step-by-step instructions on how to create your profile and apply for online rental registration.