East Chicago, Indiana Building Department

Division of Inspections & Permits/Code Enforcement
4444 Railroad Avenue ~ East Chicago, IN 46312
(219) 391-8294 ~ Fax (219) 391-7013

SUB CONTRACTOR'S LICENSE REQUIREMENTS

Pursuant to *Title 5, Business Taxes, Licenses and Regulations, of the East Chicago, Indiana Municipal Code*, it is unlawful for any person to engage in the business of a building contractor in the City without having a license. All contractor licenses are valid from January 1st to December 31st of each year.

1. LICENSE APPLICATIONS

- License application required to be completed.
- Copy of valid driver's license required.

2. FEES

- New license: $200
- Annual renewal: $100 (Renewal application required to be completed)
- Annual renewal after January 31st: $200
- Examination: $50

Effective Monday, November 10, 2008, all specialty (sub contractors), general, electrical, HVAC and wrecking contractors will be required to take a written examination prior to the issuance of a City contractor's license.

3. EXAMINATION

- A written examination is required.
- Examinations are administered on the third Thursdays of each month.
- Please contact the Building Department for scheduling and for additional examination information.

4. INSURANCE REQUIREMENTS

- Certificate of Insurance submitted required to be original form to include policy numbers, and stipulating "City of East Chicago, Indiana, 4525 Indianapolis Blvd., East Chicago, IN" as Certificate Holder.
- Workmen's compensation covering all employees on any work done within the City of East Chicago.
- An independent contractor not including Workmen's Compensation on insurance policy is required to apply for an "Independent Contractor Affidavit of Exemption" from the Indiana State Workmen's Compensation Board (800-824-2667). Form is available at the Building Department office.
- Public liability insurance in the amount of not less than $100,000 for one person or $300,000 for one accident.
- Property damage insurance in the amount of not less than $50,000.
- Such workmen's compensation, public liability and property damage insurance shall be kept in full force and effect during the entire licensed period and certificates to that effect annually.

5. BOND REQUIREMENTS

- Surety bond in the sum of $5,000 payable to the City is required to be recorded with the:
  Lake County Recorder's Office
  2293 N. Main Street, Crown Point, IN 46307
  (219) 755-3730
- Bond accepted stipulating "All Cities, Towns and Municipalities in Lake County, IN."
- Such bonds shall be resubmitted each year before renewal of the license is granted.

6. OTHER

- For foreign and/or out of state contractors – Certificate of Authority required to be submitted from State of Indiana Office of the Secretary of State.
- EPA Lead Certification, if applicable.
- ***Only checks and money orders accepted, payable to the City of East Chicago, IN.***
- Permit fee schedules are available upon request at the Building Department office.
- All businesses maintaining and operating its offices in the City of East Chicago are required to obtain and hold a valid business license from the City of East Chicago prior to receiving a contractor's license from this department. For further information regarding business licensing, please contact the City of East Chicago Economic & Business Development Department at 4444 Railroad Avenue, East Chicago, IN 46312 (219-391-8205).

For additional information, you may contact the East Chicago Building Department at (219) 391-8294 or visit our website at www.eastchicago.com (Building link).

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