



BUILDING DEPARTMENT  
414 Main Street, Hobart, Indiana 46342  
Ph: 219-942-1722 / Fax: 219-947-2314

**RENEWAL APPLICATION**

Date: \_\_\_\_\_

Type of Contractor's License (Circle One Below):

The following licenses require approved test results:

**General Residential    General Commercial Remodel    General Commercial    Electrical    HVAC**

The following license requires proof of a State of Indiana Plumbing Contractor's License (no City test required): **Plumbing**

The following license does not require a City test unless framing is involved: **Subcontractor**

**FEE FOR A RENEWAL CONTRACTOR LICENSE IS \$75 YEARLY. ALL CONTRACTOR LICENSES EXPIRE ON DECEMBER 31<sup>ST</sup> OF THE YEAR ISSUED. \*\*RENEWAL REMINDERS ARE NOT SENT OUT SO PLEASE MARK YOUR CALENDAR\*\***

**\*\*WHEN MAILING RENEWAL, PLEASE ENCLOSE A SELF-ADDRESSED STAMPED ENVELOPE SO WE MAY RETURN YOUR LICENSE\*\***

**COMPANY NAME:** \_\_\_\_\_

**OWNER'S NAME:** \_\_\_\_\_

**BIRTH DATE:** \_\_\_\_\_ **DLN#:** \_\_\_\_\_

(A PHOTOCOPY OF DRIVER'S LICENSE IS REQUIRED WITH APPLICATION)

**HOME ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**HOME PHONE:** \_\_\_\_\_ **CELL #:** \_\_\_\_\_

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**BUSINESS ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**BUSINESS PH#:** \_\_\_\_\_ **FAX #** \_\_\_\_\_ **CELL #:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**BUSINESS IS:** (Circle One)

**INDIVIDUAL    CO-PARTNERSHIP    CORPORATION    LLC**

(CORPORATIONS & LLC'S MUST PROVIDE PROOF OF REGISTRATION WITH THE INDIANA SECRETARY OF STATE)

**CO-PARTNER'S NAME:** \_\_\_\_\_ **PHONE #:** \_\_\_\_\_

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**SIGNATURE** \_\_\_\_\_ **DATE:** \_\_\_\_\_



# BUILDING DEPARTMENT CONTRACTOR'S LICENSE AGREEMENT

The City of Hobart defines a "contractor" as any business entity, or an officer, agent, representative of such, who for compensation undertakes to or submits bid to, or does himself or herself, or has done by others, construction repair, alteration, remodeling, addition to, subtraction from or improvement of structure or building and/or manages all of any of the above items or who is responsible for contracting within the entire project.

1. A permit shall be obtained **BEFORE** beginning construction, alteration or repair of any building or structure. The contractor is responsible for picking up the permit and must provide a copy of the contract signed by the property owner authorizing the work. Building permits must be clearly displayed on the job site, preferably in the property's front window, and may not be posted on any vehicle.
2. It is the responsibility of the contractor to remove all materials, garbage, debris, etc. from the job site in a timely manner and dispose of properly.
3. A General Contractor's license is required in order to hire Subcontractors. Subcontractors must also be licensed in the City of Hobart. The General Contractor is required to submit a list of all subcontractors to the Building Department when applying for a permit. Any revisions to the list must be submitted in writing to the Building Department.
4. The following types of work are NOT included in the General Contractor's building permit. **Contractors engaging in the types of work listed below are responsible for obtaining a separate permit and calling for their own inspections.**

- |           |        |             |                    |              |
|-----------|--------|-------------|--------------------|--------------|
| *Plumbing | *HVAC  | *Electrical | *Underground Tanks | *Street Cuts |
| *Signs    | *Sewer | *Sprinklers | *Fire Alarms       | *Demolition  |

5. The contractor must comply with all applicable building codes, city standards, and the City of Hobart Municipal Code.
6. Contractor's vehicles must be clearly identified with the company's name when working within the City of Hobart.
7. Contractor's licenses expire on December 31<sup>st</sup> of each year. The City of Hobart does not mail renewal notices. It is the responsibility of the contractor to renew each year before beginning work within the City of Hobart. The contractor is responsible for supplying the City of Hobart with a current recorded bond and certificate of insurance.
8. Contractors must call the Building Department (219-942-1722) for required inspections. A list of required inspections is available in the Building Department. A minimum 24-hour notice (M-F) must be given to the Building Department when requesting inspections.
9. Contractor signs (not exceeding 16 sq ft) may be placed on the job site during construction and must be removed within 7 days of completion of work. Contractor signs must not be placed on easements.
10. Any contractor who provides a Worker's Compensation Clearance Certificate, or who has indicated to our Building Department in writing that application for one is in process, may not have any other person(s) assisting them on the job site at any time.
11. If applicable, contractors must provide proof of the following registration: The State of Indiana requires Articles of Incorporation (for profit and non profit, professional, and foreign corporations) to be filed with the Secretary of State Office (SOS), Corporation Division. Unincorporated entities are: Limited Liability Partnerships, Limited Liability Companies & Limited Partnership which must also file with the SOS.

**I acknowledge I have read and understand the requirements listed above. I understand by accepting a Contractor's License from the City of Hobart, the licensee and all employees agree to comply with the conditions listed above.**

\_\_\_\_\_  
NAME (SIGNATURE)

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
NAME (PRINTED)

\_\_\_\_\_  
DATE