

CITY OF HOBART
GENERAL CONTRACTOR LICENSE REQUIREMENTS
414 MAIN STREET, HOBART, INDIANA 46342
PHONE: 219-942-1722 / FAX: 219-947-2314

GENERAL COMMERCIAL, COMMERCIAL REMODEL, & RESIDENTIAL CONTRACTOR'S LICENSED WITHIN THE CITY OF HOBART WILL NOT BE ALLOWED TO PERFORM ELECTRICAL, PLUMBING, OR HVAC WORK.

The General Contractor has the option of obtaining those separate licenses, or subcontracting the work to licensed Electrical, Plumbing, and HVAC contractors.

ALL CONTRACTORS MUST OBTAIN THE PROPER PERMITTING BEFORE PERFORMING ANY WORK WITHIN THE CITY'S JURISDICTION.

TESTING REQUIREMENTS –

Contractor testing is offered Monday thru Friday by appointment only. Appointments may be made by calling our office at, 219-942-1722. The City of Hobart will provide a code book for the tester to use during their test, or tester may bring their own copy to use, if desired. Books are not allowed when taking the General Commercial test.

A test is required for the following fields of work:

- **GENERAL COMMERCIAL:** This is a closed-book test. This license will allow the contractor to conduct and manage both permitted commercial and residential projects, including new construction, within the City of Hobart's jurisdiction. (IBC – International Building Code)
GENERAL COMMERCIAL REMODEL: This is an open-book test. This license will allow the contractor to conduct and manage permitted commercial remodeling projects, not including new construction and/or additions, within the City of Hobart's jurisdiction. (IBC – International Building Code)
- **GENERAL RESIDENTIAL:** This is an open book test. This license will allow the contractor to conduct and manage both permitted new residential construction and residential remodeling projects within the City of Hobart's jurisdiction. (IRC – International Residential Code)
- **ELECTRICAL:** This is an open book test. This license will allow the contractor to perform permitted electrical work within the City of Hobart's jurisdiction. (NEC – National Electrical Code)
- **HVAC:** This is an open book test. This license will allow the contractor to perform permitted heating, ventilation, and air conditioning work within the City of Hobart's jurisdiction. (IMC – International Mechanical Code)
- **PLUMBING:** Plumbing contractors are required to be licensed through the State of Indiana Plumbing Commission. Proof of current State licensure as a Plumbing Contractor must be provided to the City of Hobart. No other testing is required by the City; however, a license with the City of Hobart must be obtained. This license will allow the contractor to perform permitted plumbing work within the City of Hobart's jurisdiction.

The Building Department may (at the discretion of the City Engineer) offer an exception to testing requirements if an owner or employee of the Company can provide passing results for the following standardized tests: Block, Thomson/Prometric, Exporior, or Pearson Vue. These test results must be reviewed and approved by the City Engineer prior to acceptance. Please allow up to 10 business days for review.

APPLICATION REQUIREMENTS –

LICENSING FEES: New License = \$250 (this includes an application fee of \$125 & license fee of \$125)
Renewal of License = \$75

TERM OF LICENSE: All contractor licenses are good for a calendar year from January 1st through December 31st. The City of Hobart does not send out renewal notices/reminders so please mark your calendars.

CERTIFICATE OF INSURANCE REQUIREMENTS –

Certificate Holder should read: City of Hobart, 414 Main Street, Hobart, IN 46342

GENERAL LIABILITY:	EACH OCCURRENCE	MINIMUM OF \$500,000
	GENERAL AGGREGATE	MINIMUM OF \$1,000,000

WORKER’S COMPENSATION AND EMPLOYER’S LIABILITY:	EA. ACCIDENT	MINIMUM OF \$100,000
(must comply with Indiana Worker’s Compensation laws)	DISEASE EA. EMPLOYEE	MINIMUM OF \$100,000
	DISEASE POLICY LIMIT	MINIMUM OF \$500,000

IMPORTANT NOTE REGARDING WORKER’S COMP INSURANCE: IF YOU ARE THE SOLE EMPLOYEE (DO NOT EMPLOY ANY WORKERS, NOR HAVE ANY OTHER PERSON(S) ASSISTING YOU ON THE JOB) YOU CAN APPLY TO THE STATE OF INDIANA DEPARTMENT OF REVENUE FOR THE WORKER’S COMPENSATION WAIVER. The State requires you to file for a Worker’s Compensation Clearance Certificate. There is a fee required by the Indiana Department of Revenue for this application. We must receive a copy of your certificate from the State within thirty (30) days from the date you become licensed with the City of Hobart. If we do not receive your certificate within the allowed time, you are required to provide proof of worker’s compensation insurance coverage, or your license will be revoked and you may have to appear before the City of Hobart Contractor’s Licensing Board. You are responsible for renewing this certificate every year. The 30-day grace period applies to first time applicants only.

BOND REQUIREMENTS –

License and Permit Bonds, as well as Continuation Certificates, must be RECORDED with the Lake County, Indiana Office of the Recorder BEFORE WE CAN ACCEPT IT. Bond amount must be a minimum of \$5000.00. The following verbiage must be included on your bond in its entirety: **“THE BOARD OF COMMISSIONERS OF THE COUNTY OF LAKE, STATE OF INDIANA, AND ALL CITIES, TOWNS, & MUNICIPALITIES WITHIN.”** If you currently have a continuation certificate of your bond we must have on file a copy of the original bond which it continues. If you need further assistance with recording information you may contact the Office of the Recorder of Lake County, Indiana, located in the Lake County Government Complex in Crown Point, Indiana at 219-755-3730.

ADDITIONAL REQUIREMENTS –

The Contractor’s company information must match exactly on both the Certificate of Insurance and the Lake County Bond.

Example:

The following is NOT acceptable:

Certificate of Insurance reads:	Lake County Bond reads:
Insured: ABC Company	Principal: ABC Co., Inc

THE COMPANY NAME DOES NOT MATCH EXACTLY.

The following IS acceptable:

Certificate of Insurance reads:	Lake County Bond reads:
Insured: ABC Company, Inc.	Principal: ABC Company, Inc.

THE COMPANY NAME MATCHES EXACTLY.

We cannot accept these documents if they do not match exactly.



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

CONTRACTOR LICENSE 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 License (no City test required): **Plumbing**

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

THE TOTAL FEE FOR A NEW CONTRACTOR LICENSE IS \$250 (\$125 APPLICATION FEE & \$125 FIRST-TIME LICENSE FEE).
THE FEE FOR A RENEWAL CONTRACTOR LICENSE IS \$75 YEARLY.

ALL CONTRACTOR LICENSES EXPIRE ON DECEMBER 31ST 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 #: _____

.....
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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DESCRIBE THE TYPE OF BUSINESS YOUR COMPANY IS INSURED AND BONDED TO PERFORM:

PERSONAL QUALIFICATIONS:

CONSTRUCTION RELATED EDUCATION (IF THIS DOES NOT APPLY TO YOU, PLEASE LEAVE BLANK):

NAME OF TRADE SCHOOL, APPRENTICE SCHOOL, OR COLLEGE: _____

ADDRESS: _____ **CITY:** _____ **STATE:** _____

TYPE OF TRADE: _____ **DATE COMPLETED:** _____

.....
BUSINESS HISTORY:

HOW LONG HAS YOUR COMPANY BEEN ENGAGED IN THIS TYPE OF CONSTRUCTION BUSINESS? _____

HOW LONG HAS YOUR COMPANY BEEN OPERATING IN THE STATE OF INDIANA? _____

HOW LONG HAS YOUR COMPANY OPERATED IN LAKE COUNTY? _____

DOES YOUR COMPANY HOLD ANY OTHER TYPE OF LICENSE WITH THE CITY OF HOBART: **YES** **NO**

HAS YOUR COMPANY EVER APPLIED FOR A LICENSE THAT WAS REJECTED?

IF SO, WHERE? _____ **WHY?** _____ **DATE:** _____

HAS YOUR COMPANY EVER BEEN CHARGED WITH A FELONY OR FRAUD? **YES** **NO**

HAS YOUR COMPANY EVER HAD ITS' LICENSE SUSPENDED OR REVOKED? **YES** **NO**

HAVE YOU EVER OPERATED A BUSINESS UNDER A DIFFERENT NAME? **YES** **NO**

.....
I AGREE TO ABIDE BY THE REQUIREMENTS OF THE CITY OF HOBART'S ORDINANCES, AS WELL AS THE CONSTRUCTION CODE EMPLOYED BY THE CITY OF HOBART.

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 31st 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