

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

**THE MOST COMMON TYPES OF SUBCONTRACTOR LICENSES ARE:**

ASPHALT, CELL TOWERS, CONCRETE, DECKS, DEMOLITION, DOORS, DREDGING, DRYWALL, EXCAVATING, FENCES, FIRE ALARMS, GUTTERS, HOUSE MOVERS, INSULATION, LANDSCAPING, MASONRY, PAINTING, POOLS, ROOFING, SECURITY ALARMS, SEWERS, SHEDS (no framing), SIDING, SIGNS, SPRINKLER SYSTEMS, TREE TRIMMING/REMOVAL, WINDOWS.

If you perform work other than that listed above, please contact the Building Department to determine the type of licensing the City of Hobart will require.

**\*\*SUBCONTRACTORS MAY NOT HIRE OTHER CONTRACTORS\*\***

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

**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 1<sup>st</sup> through December 31<sup>st</sup>.  
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

<b>GENERAL LIABILITY:</b>	EACH OCCURRENCE	MINIMUM OF \$500,000
	GENERAL AGGREGATE	MINIMUM OF \$1,000,000
<b>WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY:</b>	EA. ACCIDENT	MINIMUM OF \$100,000
	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:*

<b>Certificate of Insurance reads:</b>	<b>Lake County Bond reads:</b>
Insured: <del>ABC Company</del>	Principal: <del>ABC Co., Inc</del>

**THE COMPANY NAME DOES NOT MATCH EXACTLY.**

*The following IS acceptable:*

<b>Certificate of Insurance reads:</b>	<b>Lake County Bond reads:</b>
Insured: ABC Company, Inc.	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 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: \_\_\_\_\_ ZJP CODE: \_\_\_\_\_

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

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

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZJP 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 #: \_\_\_\_\_

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

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**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**

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**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 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