

# East Chicago Building Department

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

## PLUMBING 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 31<sup>st</sup> 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 31<sup>st</sup>: \$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 NOT required.

### 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.
- 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](http://www.eastchicago.com) (Building link).