

# LAPORTE COUNTY BUILDING INSPECTION DEPARTMENT

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## **Sec. 8-200: Contractor Registration**

- A. Any person who engages in the business of general, roof, insulation, electrical, plumbing, sewage, masonry, well installation, heating, ventilation, air conditioning, excavating and septic installation, or other ancillary work related to construction in LaPorte County, shall first procure a contractor's registration permit. There shall be only one registration permit per contractor. Such contractor will list the specified fields of work in which such contractor will perform such construction work. The registration permit shall be on a form prescribed by the Building Commissioner. In the case of applications by corporations, partnership, or other forms of business associations, the application for a contractor's registration permit may be made by an officer or other designated employee of such business association, corporation, or partnership.
- B. The Building Commissioner shall have the power and duty to receive all applications for registration for all crafts and trades. He shall review the application and approve or disapprove the application for registration.
- C. The Building Commissioner shall have the right to revoke or suspend any registration issued, upon his investigation, upon satisfactory proof that the holder of the registration permit has willfully, intentionally, or repeatedly violated any provisions of this Code or laws of the state pertaining to his business, for incompetence or misconduct in the practice of his business, for deceit or fraud in obtaining the registration, for irresponsible financial practiced, or for any other reason or ground specified in this Article.
- D. A general contractor must insure all subcontractors are registered pursuant to this Article.
- E. The Building Commissioner shall not issue a building permit if such contractors, general contractor or subcontractor, are not registered as provided herein.
- F. **Application**
  1. The Building Commissioner shall require all applicants to furnish the following information:

- a. A statement of applicant's proposed contracting business
- b. The type of contractor's registration applied for
- c. Name, residence, and business address of the applicant
- d. If the applicant be a partnership, joint venture, corporation, or other type of business association or firm, the name and business address of such organization, the name and residence of all officers, directors, and partners as the case may be, and their interest in such organization.
- e. A list of all business owned, operated, and managed by the applicant, or in which the applicant has had an interest of any kind during the last five (5) years, and the addresses of these businesses.
- f. Three (3) references from reputable business and professional people, not related by blood or marriage to the applicant, from the County of the applicant, attesting to the applicant's reputation as to honesty, integrity, and good character.
- g. A statement, under oath, that the applicant has not been convicted of a felony during the past five (5) years and that the applicant is not presently indicated or charged with having committed a felony.

**G. The Building Commissioner shall reject the application if it finds:**

1. The applicant has committed an act within the past three (3) years which, if committed or done by a registered contractor, would be grounds for suspension or revocation of a registration permit.
2. The applicant has been convicted of a crime within the past five (5) years involving dishonesty, fraud, deceit, or lack of integrity, whereby the applicant has been benefitted or whereby some injury has been sustained by another.
3. The applicant has been convicted of a felony during the past five (5) years.

The decision of the Building Commissioner to reject an application shall be subject to review by the Board of Commissioners of LaPorte County, which shall affirm or reverse the decision upon a majority vote at a public hearing all decisions of the Building Commissioner shall be final subject to the appeal procedure set forth in Sec. 8-302.

## **H. Insurance and Bond**

Before being granted a contractor's permit, each applicant shall show the following proof of insurance and file the same with the Building Commissioner:

1. Public liability and property damage insurance in an amount not less than three hundred thousand dollars (\$300,000) in the case of damage or injury to one (1) person and not less than five hundred thousand dollars (\$500,000) in case of damage or injury to more than one (1) person and fifty thousand (\$50,000) property damage or five hundred thousand (\$500,000) bodily injury and property damage combined single limit.
2. Workman compensation insurance coverage as required by state law.
3. Each contractor shall show proof of a ten thousand dollar (\$10,000) bond payable to LaPorte County for each construction project to be performed in the event that such construction project to be performed is unable to be completed or if any violation occurs of this Article for which corrective action must be taken by LaPorte County.
4. All insurance and bond shall be issued by an insurance company authorized to do business in the State of Indiana. Failure to provide such certificate of insurance and bonding or to allow the same to lapse shall be grounds for application of the contractor's registration permit.

## **I. Contractor's Registration, Annual Renewal, and Transfer**

1. After proper application, the Building Commissioner will issue a contractor's registration permit. The applicant will pay a fee of one hundred fifty dollars (\$150.00) for the issuance of the first permit which shall be good for a twelve (12) month period.
2. Once a contractor has had a registration permit issued, renewal of such permit will be automatic from year to year on each anniversary date with the payment of a one hundred dollar (\$100.00) fee. Failure to renew a permit within ten (10) days after notice of expiration will constitute a need for re-application of such registration permit.
3. The registration permit issued by the Building Commissioner shall not be transferrable to any other firm, name, or business other than the name to which it was issued.