

OFFICE USE ONLY

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

Amt: \_\_\_\_\_

Reg. #: \_\_\_\_\_

Exp.: \_\_\_\_\_

CONTRACTOR/SUBCONTRACTOR/SPECIALY CONTRACTOR REGISTRATION

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip.: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Number of Years in Business: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Contractor:    \_\_\_\_ Residential                      \_\_\_\_ Commercial                      \_\_\_\_ Both

Type of Business (Check all that Apply):

General (Architects, Engineers, etc)                       Concrete/Masonry/Asphalt

Site Work (Excavating, Demolition, Drainage, Landscaping, Signage)                       Carpentry/Framing

Insulation/Moisture Protection (Insulation, Roofing, Siding)                       Doors/Windows                       Equipment

Interior Finishes                       Conveying Systems (Elevators)                       HVAC                       \_\_\_\_\_

Plumbing-License Required

- Are you aware of the State and National codes regulating your trade?  Yes  No

**Required Documentation:**

Update COI

Workers' Comp Insurance

State Plumbing License

Electrical License (May be from any municipality in Indiana)

The fee for new registration is \$100. Registration shall be from May 1 of each year to April 30 of each year. Annual renewal fee, when received on or before April 30 is \$50. Any registration received after April 30 will have a \$30 late fee imposed.

Each registered entity must provide proof of Liability Insurance in an amount no less than \$500,000.00, Workers' Comp Insurance in the amount required by the State of Indiana.

**Ordinance 04-2011 Penalty:** Failure of a contractor to comply with this ordinance shall result in a written notice and/or a fine of up to \$2500 *per occurrence*. REFERENCE: City of Rensselaer Municipal Code – available in the Building Department or Clerk-Treasurer's Office.

**CONTRACTOR/SUBCONTRACTOR/SPECIALTY CONTRACTOR REGISTRATION**

Signature Page – Attachment “B”

**CERTIFICATION OF BUSINESS OWNER, CORPORATE OFFICE OR REPRESENTATIVE**

I hereby certify that I am duly and legally authorized on behalf of the Contractor to submit this Registration to the City of Rensselaer; the information contained herein is true, accurate and complete; and upon acceptance of the Registration, the Contractor will be Registered/Licensed with the City of Rensselaer, IN., in accordance with the terms and conditions set forth in Ordinance 04-2011.

Company Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

Title of Signatory: \_\_\_\_\_

