



# CITY OF RENSSELAER

RENSSELAER, INDIANA

JEFFREY S. PHILLIPS, *Mayor*  
SHELBY E. KEYS, *Clerk-Treasurer*

## COUNCIL MEMBERS

KEVIN M. ARMOLD, *First Ward*  
NOELLE WEISHAAR, *Second Ward*  
JEFF RAYBURN, *Third Ward*  
ERNEST WATSON, *Fourth Ward*  
RUSSELL OVERTON, *At-Large*

April 5, 2024

RE: Contractor Registration and Renewal Application

Please find the attached Contractor Registration Application for your 2024 registrations and renewals.

If you are a plumber, please remember to provide a copy of your valid State Plumbing License(s).

If you would prefer to submit your application electronically, please visit the link(s) below.

Registration Link – [Cloudpermit - Log In](#)

Payment Link - <https://www.govpaynow.com/gps/user/cyg/plc/a00605>

If you have any questions, please call the Building Department at any time.

Thank you,

**Joshua Davis**  
Building Commissioner  
City of Rensselaer  
124 South Van Rensselaer Street, PO Box 280  
Rensselaer, IN 47978  
219-866-2311 – Office

**OFFICE USE ONLY**

Paid Date: \_\_\_\_\_  
Amt: \_\_\_\_\_  
Reg. #: \_\_\_\_\_  
Exp.: \_\_\_\_\_

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**CONTRACTOR / SUBCONTRACTOR / SPECIALTY 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                       Equipment

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

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

Interior Finishes                       Conveying Systems (Elevators)                       Plumbing – License Required

• Are you aware of the State and National Codes regulating your trade?     Yes                       No

**Required Documentation:**

Updated 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 registration entity must provide proof of Liability Insurance in an amount no less than \$500,000. 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 is 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**

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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: \_\_\_\_\_

