



At Your Service

ATTENTION CONTRACTORS

The Town of Munster has enacted Ordinance 1473 which calls for a Limited Criminal Background Check for ALL licensed contractors in town.

There will now be an extra NON-REFUNDABLE \$25.00 fee to be used to generate a background check. This needs to be in the form of a separate check or money order. If the background check shows no felony convictions, we will then issue the Contractor License. This process may take up to 48 hours to complete.

The Town will also require the Company owners name, Date of Birth, Sex and Race. If this is not included on the license application, The Town will not be able issue a contractor license. The application will be returned to you and you may reapply for a license when this information has been provided.

If you have any further questions, please feel free to call The Town of Munster Building Department at 836-6990 during normal business hours of 8:00 am to 4:30 pm, Monday through Friday.



Town of Munster Contractor's Registration Application

Town of Munster, Office of Community Development, 1005 Ridge Road, Munster, IN 46321
(219) 836-6990, Fax (219) 836-6542

- Print Legibly or Type -

Year of Request		Date	
------------------------	--	-------------	--

BUSINESS INFORMATION		OWNER INFORMATION	
NAME:		NAME:	
ADDRESS:		ADDRESS:	
CITY, STATE, & ZIP		CITY, STATE, & ZIP	
TELE # :		TELE # :	
FAX # :		DATE OF BIRTH:	
Contractor Specialty or Type		SEX	
		MALE	FEMALE
		RACE	

EMAIL ADDRESS _____

BACKFLOW TESTER _____ YES _____ NO

Plumbers Only: Enclose a Copy of your Current State of Indiana Plumbing License # _____

- Note: It is the **contractor's responsibility to provide updates** when bond and or insurance expire during the calendar year of this registration. Failure to do so will result in the lapsing of your Munster registration.
- **Notify the Office of Community Development of changes in the above information** during the calendar year of this registration. Your registration is valid for the calendar year only.

SIGNATURE:		DATE:	
TITLE:			

FOR OFFICE USE ONLY					
FEE \$:		DATE REC'D:		REC'D BY:	
RECEIPT #:				CONTRACTOR #:	
				DATE ISS'D:	
				BILL #:	

CONTRACTOR TYPE:	<input type="checkbox"/> Electrician	<input type="checkbox"/> Plumber	<input type="checkbox"/> General	<input type="checkbox"/> Subcontractor
	<input type="checkbox"/> Landscape, (ie, Landscape, snowplow, tree service)			

CERTIFICATE OF INSURANCE: EXPIRATION DATES:			
P/L:		P/D:	
W/C:		OR W/C EXEMPTION	<input type="checkbox"/>

LAKE COUNTY BOND - RECORDED: YES NO **EXPIRES:** _____

MUNSTER BOND - EXPIRES: _____

**Town of Munster, Office of Community Development
1005 Ridge Road, Munster, IN 46321
Phone: (219) 836-6990, Fax: (219) 836-6542**

**ANNUAL CONTRACTOR REGISTRATION REQUIREMENTS
Munster Municipal Code, Chapter 10, Article IV**

All persons or companies working in Munster must be registered with the Town. Registration consists of five (5) parts. Your background check fee, license fee, a current certificate of insurance, the current recorded bond, and the completed application form. If your bond or insurance lapses during the calendar year, your registration also becomes void. It is your responsibility to provide the Office of Community Development with updates as necessary.

If a Contractor is registering with the Town and has a Munster address, they will need to fill out a business registration, which can be obtained in the Customer Service Center. They will still need to provide us with insurance and bond.

SUBMIT THE FOLLOWING WITH APPLICATIONS FORM

FEES: **\$25.00 Non-refundable Criminal Background Check Fee**
\$50.00-Renewals for contractors registered with the last five (5) years.
\$75.00-Renewal for contractors whose business is within the Town of Munster.
\$100.00-Renewal for contractors **NOT** registered within the last five (5) years.

MAKE CHECKS PAYABLE TO THE TOWN OF MUNSTER

CERTIFICATED OF INSURANCE:

CERTIFICATE HOLDER:	TOWN OF MUNSTER, 1005 Ridge Road, Munster, IN 46321
PUBLIC LIABILITY:	\$100,000/person and \$300,000/occurrence, minimum
PROPERTY DAMAGE:	\$25,000 minimum

WORKERS' COMPENSATION: If applicable. If not applicable, an exemption from the State of Indiana Workman's Compensation Board must be obtained. The form may be obtained in our office or by going on-line to State of Indiana.Gov.

LAKE COUNTY BOND: State Law requires that a Five Thousand Dollar (\$5000.00) bond, made out to **Lake County and all Cities and Towns therein**, must be recorded at the Lake County Recorder's Office, 2293 North Main Street, Crown Point, IN 46307, (219) 755-3730. There will be an additional fee to have the bond recorded and copied at Lake County. Once your bond is recorded, you must provide us with a **COPY** with the **RECORDER'S STAMP** visible on it for our records. If your bond has a stated termination date, you must provide the Town with a copy of the Continuation Certificate for each year following the original bond.

If you will only be working in the Town of Munster, you may provide us with a bond, made out to the **Town of Munster**, and you will not have to have the bond recorded. But the Town will hold the original signed bond.

BACKFLOW TESTING: If you are licensed in the State of Indiana to test backflow prevention devices, the Town needs a copy of your State License, or a letter from the State declaring that you have been certified to test backflow preventers.

PLUMBERS ONLY: You will need to provide us with a copy of your **Indiana State Plumbing License** with the stated expiration date on it.

CONTRACTOR LICENSES RUN FOR A CALENDAR YEAR