



Town of Munster Contractor's Registration Application

Town of Munster, Office of Community Development, 1005 Ridge Road, Munster, IN 46321
Office: (219)836-6990 — Fax (219) 836-6542 — E-mail: communitydevelopment@munster.org

Year of Request		Date	
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BUSINESS INFORMATION		OWNER INFORMATION (used for background check)	
<input type="checkbox"/> PLEASE CHECK IF ANY OF THE BUSINESS INFORMATION HAS CHANGED FROM THE PREVIOUS YEAR		<input type="checkbox"/> PLEASE CHECK IF ANY OF THE OWNER INFORMATION HAS CHANGED FROM THE PREVIOUS YEAR	
NAME		NAME	
ADDRESS		ADDRESS	
PHONE #		PHONE #	
FAX #		DATE OF BIRTH	
EMAIL		SEX	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
CONTRACTOR TYPE OR SPECIALTY		RACE	<input type="checkbox"/> AMERICAN INDIAN OR ALASKAN <input type="checkbox"/> ASIAN OR PACIFIC ISLAND <input type="checkbox"/> BLACK <input type="checkbox"/> MULTI-RACIAL <input type="checkbox"/> WHITE <input type="checkbox"/> UNKNOWN

CERTIFICATE OF INSURANCE		BOND	
LIABILITY EXPIRATION DATE		TYPE OF BOND	<input type="checkbox"/> LAKE COUNTY <input type="checkbox"/> MUNSTER
WORKERS COMP EXPIRATION DATE		BOND EXPIRATION DATE	
WORKERS COMP EXEMPT	<input type="checkbox"/> YES <input type="checkbox"/> NO	IF LAKE COUNTY - IS BOND RECORDED	<input type="checkbox"/> YES <input type="checkbox"/> NO
WORKERS COMP -EXEMPTION EXPIRATION DATE		IF MUNSTER BOND - IS ORIGINAL INCLUDED	<input type="checkbox"/> YES <input type="checkbox"/> NO

ADDITIONAL REQUIREMENTS - IF APPLICABLE			
ARE YOU A BACKFLOW TESTER	<input type="checkbox"/> YES <input type="checkbox"/> NO		
PLUMBERS	INDIANA PLUMBING LICENSE #		EXPIRATION DATE

AUTHORIZATION			
SIGNATURE		DATE	
TITLE			

FOR OFFICE USE ONLY							
FEE \$		DATE REC'D		REC'D BY		DATE ISSUED	
RECEIPT #				CONTRACTOR NUMBER		BACKGROUND CHECK	



Town of Munster Annual Contractor Registration Requirements

Munster Municipal Code Chapter 10, Article IV

*****COPIES OF ALL PAPERWORK TO BE SUBMITTED AS A COMPLETE APPLICATION*****

All persons wishing to conduct a business or occupation as a general building contractor or building subcontractor in Munster must be registered as a contractor with the Town. Contractor registrations run for a calendar year.

Registration consist of five (5) parts: background check, application, proof of insurance/workers compensation, proof of bond, and payment.

1. Background Check: (annually - each year of registration)

Prior to the issuance of any license as a general building contractor or subcontractor, the town shall conduct a *limited criminal background check* pertaining to the applicant.

2. Completed Contractor Registration Application: (submitted annually)

An updated application is required yearly with the current business and applicant information.

3. Certificate of Insurance:

Certificate Holder: Town of Munster, 1005 Ridge Road, Munster, IN 46321

Public Liability: shall be an all-perils or umbrella policy of at least \$1,000,000

Workers Compensation: workers compensation insurance if applicable. If not applicable, an exemption form from the State of Indiana Workman's Compensation Board must be obtained. The form may be obtained on the in.gov/wcb/ website (Form 45889) or a complimentary copy of the application may be requested from our office.

4. Bond: (one of the options listed below)

- Copy of recorded \$5,000 Bond made out to Lake County and all Cities and Towns therein

OR

- Original \$5,000 Bond made out to Town of Munster

5. Payment:

- **All Contractors (Annually)**

\$25.00 - Non-refundable Criminal Background Check Fee

AND one of the following:

- **Contractors Whose Business Address is in Munster***

\$25.00 - All new contractors and renewal for contractors NOT registered within the last five years

***Contractors whose business address is in Munster must also register as a business with the Munster Clerk-Treasurer.**

- **Contractors Whose Business Address is not in Munster**

\$50.00 - Renewal fee for contractors registered within the last five years

\$100.00 - All new contractors and renewal for contractors NOT registered within the last five years

Additional Requirements for Specific Contractor Types:

Backflow testing: Copy of your State License, or a letter from the State declaring you have been certified to test back flow preventers.

Plumbers: Copy of you Indiana State Plumbing License that shows the expiration date.

Electricians: Must pass an electrical proficiency test prepared and administered by the Munster Building Department.

If your insurance, workers compensation, or bond lapses at any time within the calendar year, your registration becomes invalid until updated documentation has been submitted the Community Development/Building Department.

It is the contractors responsibility to provide the required updates.

Completed applications may be submitted as follows:

Mailed with Payment: Community Development Department **OR** **E-mailed (Payment to be made upon review approval):**
1005 Ridge Road communitydevelopment@munster.org
Munster, IN 46321

Direct questions to: communitydevelopment@munster.org or 219-836-6990