

**\*\* COVID-19 \*\***  
**SAFETY MEASURES**  
*in place per CDC & OSHA guidelines*

## **CONTRACTOR REGISTRATION INSTRUCTIONS**

**\*\*Please note that over the counter contractor registrations are not available at this time.\*\***

### **TO REGISTER AS A CONTRACTOR**

#### **ONLINE:**

1. Applications can be downloaded at [https://www.munster.org/egov/documents/1584564036\\_75561.pdf](https://www.munster.org/egov/documents/1584564036_75561.pdf)
2. Submit the following in a single email to [communitydevelopment@munster.org](mailto:communitydevelopment@munster.org)
  - A. Completed Contractor Registration Application
  - B. Certificate of insurance showing Town of Munster as certificate holder. Refer to application for insurance requirements.
  - C. Copy of recorded \$5,000 Bond made out to Lake County and all Cities and Towns therein
3. **The Munster Building Department will process the application and will notify applicant by email or phone that their registration is approved or denied.**
4. Submit payment (see below).

#### **BY PAPER:**

1. Application can be downloaded and printed from this webpage  
[https://www.munster.org/egov/documents/1584564036\\_75561.pdf](https://www.munster.org/egov/documents/1584564036_75561.pdf)
2. **Submit the following in a single envelope by mail, deposit in the large red drop box located in the Town Hall parking lot, or deposit in the drop box in the hallway outside the Building Department. Please note that over the counter contractor registrations are not available at this time.**
  - A. Completed Contractor Registration Application
  - B. Certificate of insurance showing Town of Munster as certificate holder. Refer to application for insurance requirements.
  - C. 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
  - D. Check, cashier's check, or money order for total fee
3. **The Munster Building Department will process the application and will notify applicant by email or phone that their registration is approved or denied.**

**Once your registration has been processed, the Building Department will mail you a receipt.**

# **TO PAY FOR CONTRACTOR REGISTRATION**

## **ONLINE:**

Payments will be accepted through <https://paygov.us/>

See next page for detailed instructions.

**BY PAPER:** Include check, cashier's check, or money order along with the contractor registration application. Submit the application package and payment by mail, deposit in the large red drop box located in the Town Hall parking lot, or deposit in the drop box in the hallway outside the Building Department. Please include the following information with payment: applicant's name, contractor number, and business address.

**IN PERSON:** After you have received e-mail notification that your contractor registration is ready for payment you may proceed to the Building Department. Hours, Monday through Friday, 8:00 am – 4:00 pm.

## **FEES:**

### **Contractors Whose Business Address is in Munster\***

\$25.00 Non-refundable Criminal Background Check Fee – applies to all new and renewed registrations

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

\$25.00 Non-refundable Criminal Background Check Fee – applies to all new and renewed registrations

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

\$100.00 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.**

## **Contractor Registration Mailing Address**

**Community Development Department**

**Attn: Susan Murovic**

**1005 Ridge Road**

**Munster, IN 46321**

Direct questions to 219-836-6990 or [communitydevelopment@munster.org](mailto:communitydevelopment@munster.org)

Revised 06.22.2020

# ONLINE CONTRACTOR REGISTRATION PAYMENT INSTRUCTIONS

**Note: At this time only credit card payments can be accepted online.**

During the COVID-19 restrictions, fees for contractor registrations associated with the Building and Community Development Department can be paid online through <https://paygov.us/>. This platform is normally used for water utility payments and the language on the site reflects that. Please know that your payment will be correctly posted to your Building Department transaction.

To make your payment, you will need the following information:

- The address of the contractor (called the “Service Address”)
- The contractor number (called the “Account Number”)
- The total registration fee
- A credit card

The contractor number and the total registration fee will be provided to you by the Building Department in an email or telephone call informing you that your permit has been approved and ready to be paid for.

*Note a 3% processing fee will be automatically added at the time of payment.*

If you have questions about your permit or the information needed, please call 219-836-6990.

1. Visit <https://paygov.us/>
2. and select “Make Payment” OR go to <https://pay.paygov.us/EndUser/LocationCode.aspx>



The screenshot shows the PayGov.us website interface. At the top, there is a navigation bar with 'Home' and 'Receipt lookup' links. Below this is a 'SELECT LOCATION' section. It features a 'Location Code' field with the value '3141' and an 'OR:' label. To the right, there are three dropdown menus: 'State' (set to 'Select State'), 'Jurisdiction Name' (set to 'Town of Munster'), and 'Transaction' (set to 'Town of Munster - Utility'). A blue 'Make A Payment' button is positioned below the dropdowns. At the bottom of the form area, a note reads: 'If you do not see your state or jurisdiction, please call PayGov at: (866) 480-8552'.

3. Enter the Location Code: 3141 or search for Town of Munster and click “Make a Payment.”





**4. On the next screen, complete the required fields.**

- A. Under “Account Number,” enter your contractor number.
- B. Under “Purpose of Payment,” enter Contractor Registration
- C. Under “Service Address,” enter the address of the contractor.





**INDIANA-TOWN OF MUNSTER - TOWN OF MUNSTER - UTILITY**

Welcome to the Town of Munster! For questions regarding your bill, call the Town of Munster Water Billing at 219-836-6949. Our Of Friday 7:30 am-4:30pm. PLC# 3141

**CUSTOMER ACCOUNT INFORMATION:**

Account Number ( Do NOT include Dashes)	<input type="text"/>	 <a href="#">CONTRACTOR NUMBER</a>
Purpose of Payment	<input type="text"/>	 <a href="#">CONTRACTOR REGISTRATION</a>
Name of Payer (Person owing the obligation)	<input type="text"/>	 <a href="#">CONTRACTOR'S BUSINESS NAME</a>
Service Address	<input type="text"/>	 <a href="#">CONTRACTOR ADDRESS</a>
Daytime Phone Number (including dashes, ie 123-456-7890)	<input type="text"/>	

**PAYMENT INFORMATION:**

Payment Type:	<input type="text" value="Credit Card"/>		 <a href="#">THE 3% FEE WILL BE SHOWN HERE</a>
Cardholder Phone:	<input type="text"/>	Email:	<input type="text"/>
Payment Amount:	<input type="text"/>	<b>Fee Amount: \$0.00 Total Amount: \$0.00</b>	
First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Address:	<input type="text"/>		
City:	<input type="text"/>		
State:	<input type="text" value="AK"/>	Zip/Postal Code:	<input type="text"/>
Card Number:	<input type="text"/>	 Credit Card Number is a required field	 
Expiration:	<input type="text"/>	<input type="text" value="2020"/>	

[Terms and conditions](#)

**5. Print receipt for your records.**