

Kouts Building Department
210 S Main St, P.O. Box 693
Kouts, IN 46347
Phone: 219-766-3312
Fax: 219-766-3029

Office Use Only

Date Paid: _____

Amount Paid: _____

Reg #: _____

Year(s) Paid : _____

CONTRACTOR REGISTRATION APPLICATION

Business Name: _____ Email: _____

Address: _____ Phone: _____

City, State, Zip: _____ Fax: _____

Number of years in business: _____ Cell: _____

Owner's Name: _____ Phone: _____

Home Address: _____ City, State, And Zip: _____

DLN: _____ (A photocopy of driver's license is required with application)

Type of Contractor: Residential Contractor _____ Commercial Contractor _____ Both _____

Type of Business (Check all that apply):

General Contractor _____ Siding _____ Roofing _____ Paving/Asphalt _____ Demolition _____

Signage _____ Electrical _____ HVAC _____

Sewer _____ Deck Installation _____ Other: _____

Attach a copy of a Certificate of Insurance, (MUST show Town of Kouts as certificate holder) , and a copy of your recorded bond with Porter County in the amount of \$5000 (MUST HAVE RECORDER'S STAMP)

You may register in person at the Kouts Clerk-Treasurer's Office or mail to:

Town of Kouts, P.O. Box 693, Kouts, IN 46347

The following must be included in order to process your registration:

Application form, driver's license copy, proof of insurance, recorded bond, payment, and self-addressed stamped envelope (if paying by mail)

Are you familiar with the applicable State of Indiana and Town of Kouts Building Codes? Yes or No

Are you familiar with the required permits, inspections and approvals necessary to do work in the Town? Yes or No

The fee for new registration is \$100.00. Registration shall be on a yearly basis. Contractor licenses expire on December 31st. The Town of Kouts does not mail renewal notices. It is the Contractors responsibility to renew each year before working in the Town of Kouts. Failure to do so can result in a fine of up to \$2500 per day.

The Contractor is responsible for supplying the Town with a current recorded bond and certificate of insurance. The annual renewal fee if when received and receipted is on or before October 31st is \$60.00.

Postmark dates will not be considered. Renewals after October 31st will be \$100.00.

Each registered entity must provide proof of liability insurance in the amount of not less than \$500,000 for each person and \$100,000 for each accident, and property damage insurance coverage with liability limits of

not less than \$500,000, along with workman's compensation insurance coverage on all employees, all with reputable and secure surety and a copy of a recorded Porter County Bond in the amount of \$5000.

The Contractor understands that a permit shall be obtained **BEFORE** beginning construction, alteration or repair of any building or structure. The Contractor is responsible for picking up and/or making sure a permit has been issued. Building permits must be clearly displayed on the job site, preferably in the property's front window. It is the responsibility of the contractor to remove all materials, garbage, debris, etc. from the job site in a timely manner and dispose of properly. The contractor must comply with all applicable building codes, and the Town of Kouts Municipal Code. Failure to obtain a license or comply with town ordinances shall result in a written notice and/or a fine of up to \$2500 per day.

I acknowledge I have read and understand the requirements listed above. I understand by accepting a Contractor's License from the Town of Kouts, the licensee and all employees agree to comply with the conditions listed above.

Name (Signature)

Company Name

Name (Printed)

Date