

PORTER COUNTY RECORDER

Chuck Harris

Administration Center ~ 155 Indiana Avenue • Suite 210 ~ Valparaiso, Indiana 46383
Phone: (219) 465-3465 ~ Email: recorder@porterco.org ~ www.portercountyin.gov/recorder



Recording License Bonds

When recording your license bond, please make sure to contact the municipality for which you are applying for your contractor license. They will instruct you on how much your bond should be insured for. Check their websites also as they may have that information posted there.

All **Unified License Bonds** to be recorded in Porter County shall include obligee information stated as "**Porter County and all cities, towns, and municipalities within Porter County**". This is per:

- 1) Porter County Municipal Code Chapter 6, Article VII, Sec 259(b)(1)
- 2) Indiana Code 22-11-3.1-2
- 3) A mutual agreement between all municipalities in Porter County

A **Unified License Bond** saves you from having to have a separate bond for each municipality in Porter County, of which there are 12 of them.

If you submit a License Bond to us that is NOT a Unified License Bond, **we will not record it.**

The recording fee for bonds is a flat fee of \$25.00 by check **payable to "Porter County Recorder."** We always include a few extra copies of your bond along with your receipt.

You may either mail, overnight express or deliver your bond in person for recording. Please include your phone number in case we need to contact you about your bond.

If recording in person, please arrive at our office before 4:00 PM as we do not record any documents after that time. We will stamp and return your bond to you at that time.

If recording by mail or overnight express, please include a self-addressed stamped envelope and address your mailing to:

- Porter County Recorder's Office
- 155 Indiana Avenue, Suite 210
- Valparaiso, IN 46383

NOTE: A NEW feature we offer is auto-emailing of recorded documents. Please include a note requesting we email your bond, along with your email address and our computer system will auto-generate a recorded copy of your bond for your convenience!

If you should have any questions, please contact our office at 219-465-3465