

# APPLICATION FOR CONTRACTOR'S REGISTRATION

Business Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Business Address \_\_\_\_\_

E-mail \_\_\_\_\_

Owner Name \_\_\_\_\_

Owner Address \_\_\_\_\_

Owner Phone Number \_\_\_\_\_

License Type:     General             HVAC             Specialty  
                          Electrical             Plumber            TYPE: \_\_\_\_\_

Copy of Newton County **Recorded** Bond            \_\_\_ Attached  
Copy of Certificate of Insurance Liability            \_\_\_ Attached  
Copy of Workman's Compensation Insurance            \_\_\_ Attached  
\*Copy of Current Indiana Plumbing License            \_\_\_ Attached

List All Employees (Attach separate list if needed.)

Name \_\_\_\_\_ Name \_\_\_\_\_ Name \_\_\_\_\_

Name \_\_\_\_\_ Name \_\_\_\_\_ Name \_\_\_\_\_

Please be advised that \_\_\_\_\_ has/have no employees at this time.  
If employees are hired in the future, a certificate of insurance reflecting a policy of workman's compensation will be provided.

Signature \_\_\_\_\_ Date \_\_\_\_\_

This application must be signed and dated. Contractors are responsible for maintaining all current listing information. Registration is valid for the calendar year only.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

LICENSE NUMBER: \_\_\_\_\_ PROCESSED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PAYMENT (\$50.00) TYPE:     CASH                             CHECK (#) \_\_\_\_\_

A contractor shall complete an application for registration form with the Building Department, which shall be on a form prescribed by the Building Department which shall require in part the following information:

- A. Name
- B. Address
- C. Description of type of work being performed
- D. Qualifications
- E. Years of service/business
- F. Identification of all other licenses, registrations, certifications, etc., currently held.
- G. Identification of all the names and qualifications of all individuals who will be providing services under this registration.

The following documentation is required to obtain registration:

- 1. Completed Application
- 2. Proof of Insurance
- 3. Worker's Compensation
- 4. Bond (**Recorded, notarized \$5,000.00 Newton County Bond**)\*
- 5. \$50.00 Registration Fee

All contractors must provide to the Building Department as part of the registration application either a Five Thousand Dollar (\$5,000.00) bond to insure full and complete compliance with all applicable Ordinances, rules, regulations, and/or laws at the local, state, and/or federal level or proof that such a bond has been duly recorded in the Newton County Recorder's Office pursuant to the requirements of the Newton County Contractors' Registration Ordinance.

\*Bond must be recorded at the Newton County Courthouse. A recording fee will apply.

Recorder's Office - 201 N Third St. Kentland, IN 47951 Ph: (888) 663-9866

Should you require a copy of your license, please send a self-addressed and stamped envelope with your application. Otherwise, the information will be kept on file in the office of the Building Department.