



Department of Building and Code Enforcement
166 Lincolnway
Valparaiso, IN 46383
Phone (219)462-1161 · valpobuilding@valpo.us

Office Use Only
Registration #: _____
Date Paid: _____
Amount: _____
Expiration Date: _____

CONTRACTOR/SUBCONTRACTOR/SPECIALTY CONTRACTOR REGISTRATION APPLICATION

Business Name: _____	Email: _____
Address: _____	Phone: _____
City, State, Zip: _____	Cell: _____
Number of years in business: _____	Fax: _____
Indiana Business ID # _____	

Name of Owner/Resident Agent: _____	
Address: _____	City, State, Zip: _____
Email: _____	Phone: _____

Type of Contractor:	<input type="checkbox"/> Commercial	<input type="checkbox"/> Residential	<input type="checkbox"/> Both
Type of Business—check all that apply			
<input type="checkbox"/> General Contractor	<input type="checkbox"/> Sewer/Excavating	<input type="checkbox"/> Demolition	<input type="checkbox"/> Signage
<input type="checkbox"/> Electrical	<input type="checkbox"/> Drywall	<input type="checkbox"/> Siding/Windows	<input type="checkbox"/> Landscaping
<input type="checkbox"/> Mechanical (HVAC)	<input type="checkbox"/> Roofing	<input type="checkbox"/> Fencing	<input type="checkbox"/> Snow Removal
<input type="checkbox"/> Carpentry/Framing	<input type="checkbox"/> Concrete	<input type="checkbox"/> Masonry	<input type="checkbox"/> Tree Removal/Trimming
<input type="checkbox"/> Plumber	<input type="checkbox"/> Paving	<input type="checkbox"/> Insulation	<input type="checkbox"/> Other
State Plumbing License # _____			_____

- The following items are required to be submitted with this application for your registration to be complete:**
- Copy of recorded Porter County Bond
 - Certification of Insurance for Liability and Workers' Compensation
 - Payment (credit card, cash or check made payable to City of Valparaiso)

COMPLIANCE WITH ALL INDIANA BUILDING CODES IS REQUIRED.
Current codes can be purchased from ICC at iccsafe.org.

Contractor shall comply with all federal and state employment laws on the classification of workers.

The fee for new registration is \$100. Registration shall be valid from November 1 of each year to October 31 of following year. The annual renewal fee, when received and receipted on or by October 31 is \$50. Postmark date is not considered. There is a \$30 late fee for all renewals received after October 31. If registering for the first time between September 1 and October 31 of any year, the new registration fee is \$100 and your registration will not expire until the following October 31.

Each registered entity must provide proof of liability insurance in the amount of \$500,000, workers' compensation in the amount required by State of Indiana, and a copy of your **recorded** Porter County Bond in the amount of \$5,000. Registrations are not transferable.

Notice of Violation: Failure of a contractor to comply with this ordinance shall result in a written notice and/or fine of up to \$2,500. Reference: Valparaiso Municipal Code Chapter 150, Section 150.01 Copy on file at Valparaiso Clerk-Treasurer's Office or on city's website valpo.us.