



2024 Contractor Registration and Requirements and Application

TOWN OF WINFIELD, Winfield Building Department, 10645 Randolph Street, Lobby A, Winfield, IN 46307
Phone: 219-779-9073 | Fax: 219-663-2431 | Website: www.winfield.in.gov | e-mail: dpetersen@winfield.in.gov

All Registrations expire on December 31st. Application for renewals for the following year starts November 1st.

Renewals begin November 1st 2023 through February 28, 2024..... (\$50.00 per trade + \$25.00 Admin. Fee) = \$75.00

New registration, new trade fee, or after renewal period..... (\$100.00 per trade + \$25.00 Admin. Fee) = \$125.00

Ordinance § 111.17 (REGISTRATION EXPIRATION AND RENEWAL). Each registration expires on December 31 of the year for which it was issued. New registrations applied for between November 1 and December 31 will be issued for the current and the following year. The renewal period for the following year will be November 1 through December 31. Late renewals will be accepted within 60 days of registration expiration. A registration expired for more than 60 days will not be considered for renewal. The contractor must update any information which has changed on his or her renewal application form. If the contractor adds additional activities and/or professions at the time of renewal, the additions will be subject to fees for new registration. The responsibility to renew any registration is strictly that of the contractor and not of the Building Administrator or the town. (Ord. 25A, passed 5-16-2000)

All trades performed must be registered. After the Town’s review and approval, each trade will receive a separate registration number. One application may be used however, each trade must be reflected. The General is **not allowed** to perform all trades (unless registered for separate trades). The General is to oversee the project, schedule inspections (Section R109.3) and hire sub-contractors. All trades performed, including General, on the project are required to have SEPARATE registrations.

All required documentation must have matching business name and address.

❖ Contractor Registration Application – complete reverse side for application

❖ ALL CONTRACTORS:

Please provide proof of testing, if applicable, from a Lake County jurisdiction in the trade(s) you are applying for, i.e. General, Carpentry, Plumbing, Electrical, HVAC, etc.

❖ Lake County Surety Bond, recorded

The bond is required to note the trades reflected on the registration application and is to be made out to: **The Board of Commissioners of the County of Lake, State of Indiana, and any cities and towns in Lake County, Indiana** in the amount of \$5,000.00 (minimum). A copy of the recorded bond is required for submission. It is required to be recorded at: **Lake County Recorder’s Office, 2293 Main St., Crown Point, IN 46307. Phone: 219-755-3730**

If you are adding additional trades to your application or your bond does not reflect the trades you are registering for, please ensure that a rider or stipulation is added to your bond reflecting all trades you are performing, the rider is not required to be recorded.

❖ Certificate of Insurance

Each contractor is required to provide a certificate of insurance with the business entity as the insured, by an insurance provider licensed in the State of Indiana. **Certificate holder is required to read as: Town of Winfield, 10645 Randolph St., Winfield, IN 46307. Said certificate is required to note the trades reflecting the trades on the registration application;** proof of general liability of property damage and personal injury in an amount not less than \$500,000.00 for each occurrence, **or** annual umbrella liability coverage in an amount of not less than \$1,000,000.00. **Contractors with employees** must also show proof of worker’s compensation and employer’s liability insurance in amounts required by the State of Indiana. Should your certificate of insurance lapse prior to the end of the current year then your registration will be placed on inactive status immediately. It is your responsibility to keep your insurance current at all times. **If you are an independent contractor, you are required to submit a “Certificate of Exemption,” from the Indiana Worker’s Compensation Board. www.in.gov/dor/index.htm**

See State of Indiana Workers Compensation Code: IC 22-3-7 Workers Compensation Exemption Certificate

❖ Out of State Contractors – For Profit Foreign Corporation

(Contractors located outside the State of Indiana)

The Town of Winfield requires the verification that your company is allowed to work in Indiana by submitting a *State of Indiana - Office of the Secretary of State - “Certificate of Authority”*. www.in.gov/sos/business/division-forms/business-forms/ form: 56369
Indiana Secretary of State, 302 W. Washington St., Indianapolis, IN 46204; (317) 232-6576

All original required documentation must be submitted together with the application.
Please do not send any documents (via fax or e-mail) in advance.



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Company Name _____ Phone: _____

Federal ID number: _____ Entity Type: Individual ___ Partnership___ Corporation___ LLC___ Other:_____

Physical Address _____ Fax: _____

City, State, Zip _____ E-mail _____

Mailing Address (if different than above): _____

Does this business have any employees? **Yes No** Type: **RESIDENTIAL COMMERCIAL BOTH**

List trade(s): _____; _____; _____; _____; _____

As a registered contractor in the Town of Winfield **it is your responsibility to ensure your bond and insurance remain current.** Failure to do so will result in your registration being placed into inactive status and a stop work order may be placed on all open jobs you are affiliated with. Unless there is a General Contractor, it is your responsibility to schedule the required inspections affiliated with your trade, failure to do so may result in any or all of the following: violation inspection fee (\$50.00 per residential or \$80.00 per commercial violation) or an automatic red tag for failure to schedule a required inspection (e-mails and faxed inspection requests are not accepted); phone calls/voice mails only are accepted at 219-779-9073

List all legally responsible individuals, partners, or corporate officers:

Owner: _____ Contact number: _____

Additional Owner Name(s) Address Title Cell Phone #

(If additional owners, please submit separate sheet with names, addresses, titles and contact information)

I have read, understand and agree to the above requirements and/or responsibilities regarding my contractor registration(s) with the Town of Winfield. Notarized signature of owner or person with signing authority for the business is required.

PRINT NAME SIGNATURE

STATE OF _____) SEAL:
COUNTY OF _____)

Subscribed and sworn to before me this _____ day of _____ 20____

Notary Public _____ Commission Expires: _____

FOR OFFICE USE ONLY

REC Bond **Y N** Gen. Liab. **Y N** W/C. **Y N NA** W/C. Ex. Cert **Y N NA** For. Corp. **Y N NA** License **Y N NA**

Date Paid _____ \$ _____ Check # _____ Receipt # _____ Released by _____

CONTRACTOR REGISTRATION NUMBER(S): _____; _____;
_____ ; _____ ; _____

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