

**CITY OF LAWRENCE**

LICENSE APPLICATION

9001 E 59<sup>th</sup> St, Suite 205

Lawrence, IN 46216

Phone: (317) 545-8787

Fax: (317) 549-4837

Business name: \_\_\_\_\_

Owner's name: \_\_\_\_\_

Business/Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Office Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

<u>Type of License</u>	<u>Amount</u>	<u>Type of License</u>	<u>Amount</u>	<u>Type of License</u>	<u>Amount</u>
General Contractor	\$150.00	HVAC Contractor		Business Alarm	\$200.00
Plumbing Contractor	\$110.00	Res/Light Comm	\$150.00	Irrigation	\$150.00
Electrical Residential	\$150.00	Unrestricted	\$200.00	Uncategorized	\$150.00
Electrical Master	\$200.00	(Class A)			

**PLEASE DO NOT FAX OR EMAIL LICENSE APPLICATION AND/OR ANY OF THE REQUIRED DOCUMENTS. ALL ITEMS MUST BE KEPT TOGETHER WHEN APPLYING IN PERSON OR BY MAIL.**

**Requirements:**

- o A \$5,000 Surety Bond expiring two (2) yrs from date of application. *The bond must be made payable to the "City of Lawrence and/or unknown third party" as Obligee and for the applicable license type. (i.e. General, Electrician, etc.)*
- o A Certificate of Insurance naming the City of Lawrence as the additional insured. Must provide both general liability and worker's compensation or waiver. (See Page 2)
- o A copy of your current Indianapolis/Marion County License contractor license. *Not required for Irrigation License or Uncategorized*
- o Completed application with signature and date.
- o Cash, check or money orders. No debit or credit cards. Make check payable to "City of Lawrence".

**PLEASE READ CAREFULLY BEFORE SIGNING:**

I certify that the information contained in this application is correct and complete to the best of my knowledge. I agree to inform the Building Commissioner's Office of any additional information relating to questions raised on the application that occur prior to my completion of the application. I realize that misrepresentation may be cause for rejection of this application. I acknowledge that I have read the above statement and fully understand the same.

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

**FOR OFFICE USE ONLY**

Fee Paid: \$ \_\_\_\_\_ Date: \_\_\_\_\_ License #: \_\_\_\_\_ New World #: \_\_\_\_\_

Ins. Co: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Marion County Exp.Date: \_\_\_\_\_ MC License #: \_\_\_\_\_

Bond Co: \_\_\_\_\_ Bond #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

#### **§ 2-1-4-5. INSURANCE REQUIREMENTS.**

(A) The insurance requirements of this chapter are met if the listed or licensed contractor secures and maintains insurance covering all construction activity accomplished by the contractor or under any permit obtained by the contractor, the insurance to include:

(1) A public liability and property damage insurance policy insuring the contractor and naming the City of Lawrence as an additional insured, providing for the payment of any liability imposed by law on the contractor or the City of Lawrence arising out of operations performed by or on behalf of the listed or licensed contractor in minimum amounts of:

(a) \$500,000 for any occurrence relative to which there is injury or death to one or more persons if the contractor has its principal office and place of business in the State of Indiana, or in the amount of \$1,000,000 if the contractor has its principal office and place of business outside the State of Indiana; and

(b) \$100,000 for any occurrence relative to which there is damage to property if the contractor has its principal office and place of business in the State of Indiana, or in the amount of \$500,000 if the contractor has its principal office and place of business outside the State of Indiana.

(2) Worker's compensation insurance covering the personnel covered by the listed or licensed contractor for death or injury arising out of operations performed by or on behalf of the contractor, provided that this provision shall not apply if the contractor has no employees and gives appropriate notice to the Building Commissioner.

(B) The insurance policies described in division (A) above shall require the insurance carrier to give notice both to the listed or licensed contractor and to the Building Commissioner at least 15 days before the insurance is either canceled or not renewed, and the certificate shall state this obligation.

(Am. Ord. 3, 2011, passed 6-6-2011)

#### **§ 2-1-1-10. PERMIT REQUIRED; APPLICATIONS.**

(A) No person, firm or corporation shall erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish any building, structure or property in the City, or cause the same to be done, the cost of which exceeds \$1,500, without first obtaining a separate building permit for each building, structure or property from the Building Commissioner.

(B) All permits shall be issued by the Building Commissioner and all fees provided for herein shall be paid to the Building Commissioner's office.

(C) To obtain a permit, the applicant, before beginning construction, shall file an application therefor with the Building Commissioner, in writing on a form furnished for that purpose by the Building Commissioner. Every application shall:

- (1) Describe the land on which the proposed work is to be done by lot, block, tract and house and/or street address or similar description that will readily identify and definitely locate the proposed building or work;
- (2) Show the use or occupancy of all parts of the building;
- (3) State the name and address of the individual or company contracted to do the work as well as the owner of the building and/or land;
- (4) State the valuation of the proposed work; and
- (5) Give other information as may be reasonably required by the Building Commissioner.