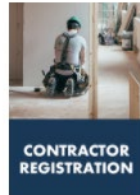




HOW TO: CONTRACTOR REGISTRATION

Go to: <http://www.cityoflawrence.org/public-works>

At the top of the page click on **CONTRACTOR REGISTRATION ICON** and complete the form by filing out all required fields.



- ❖ **If you have a current/unexpired Indianapolis/Marion County license,**
 - Upload a copy the valid license and submit the form.
 - Your registration fees will be waived, after we confirm the validity of the license.
 - Once approved, you will receive an email with your registration number and expiration date.
 - Registration will expire the same date as when your Indianapolis/Marion County license expires.

- ❖ **If you do not have a current/unexpired Indianapolis/Marion County License**
 - Upload a copy of the General Liability Insurance Certificate and submit the form.
 - DPW staff will review and process the application
 - Once approved you will get an email with a link to pay the registration fee.
 - Registration fees is \$150.00 and is valid for 2 years from the date of issuance.
 - Once payment is confirmed, you will receive an email with your registration number and expiration date.

General Liability Insurance Certificate Requirements

- a. Shall have minimum of \$500,000 for each occurrence of death or bodily injury.
- b. Shall have minimum \$100,000 for each occurrence of property damage or shall have combined single limit coverage, which covers both bodily injury and property damage, minimum \$500,000 per occurrence.
- c. Shall have the policy number.
- d. Shall include City of Lawrence as a Certificate Holder.
- e. Shall identify effective and expiration dates of the coverage.
- f. Shall name the sole proprietor, partnership or corporation as the insured.
- g. Shall list the name, address and phone number of the insurance agent.
- h. Shall not limit coverage to a single job
- i. Shall notify the Building Commissioner, in writing, at least 15 days prior to cancellation.

If there are any questions do not hesitate to contact our office at 317-545-8787 or email permits@cityoflawrence.org