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,
  o Upload a copy the valid license and submit the form.
  o Your registration fees will be waived, after we confirm the validity of the license.
  o Once approved, you will receive an email with your registration number and expiration date.
  o 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
  o Upload a copy of the General Liability Insurance Certificate and submit the form.
  o DPW staff will review and process the application
  o Once approved you will get an email with a link to pay the registration fee.
  o Registration fees is $150.00 and is valid for 2 years from the date of issuance.
  o 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