



Office Use Only Date

Paid Date \_\_\_\_\_

Amt: \_\_\_\_\_

Reg #: \_\_\_\_\_

EXP: \_\_\_\_\_

### CONTRACTOR/SUBCONTRACTOR/SPECIALTY CONTRACTOR REGISTRATION

1. Business Name \_\_\_\_\_ Email \_\_\_\_\_

2. Address \_\_\_\_\_ Phone \_\_\_\_\_

3. City, State, Zip \_\_\_\_\_ Fax \_\_\_\_\_

4. Number of years in business \_\_\_\_\_ Cell \_\_\_\_\_

5. Owners Name \_\_\_\_\_

6. Home Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

7. Phone \_\_\_\_\_

Type of Contractor:  Residential Contractor  Commercial Contractor  Both

8. Type of Business (Check all that apply):  Paving/Asphalt  Flooring  Siding  Roofing  General Contractor  Drywall/Plaster  Demolition  Snow Removal  Mechanical (HVAC)  Carpentry/Framing  Signage  Landscaping  Electrical  Sewer/Excavating  Insulation/Weather Protection  Concrete/Masonry  Other  Plumbing - State Plumbing Commission License # (Attach copy of license)

9. Attach copy of Liability Insurance & Worker's Comp Insurance,

10. Are you aware of the State & National codes regulating your trade?  Yes  No

Do you have a copy of the current Codes regulating your trade?  Yes  No If NO, these Codes are to be purchased. Contact ICC at (888) 699-0541 or www.iccsafe.org.

Return your registration in person at the Building Department in City Hall or mail to: City of Rensselaer, Building Dept., PO Box 280, Rensselaer, IN 47978 Check list:  application  insurance  payment  self-addressed stamped envelope

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

Each registered entity must provide proof of liability insurance in an amount of not less than \$500,000.00, Workers' Compensation insurance in the amount required by the State. Listings issued under the Code are not transferable.

Ordinance 04-2011 Penalty. Failure of a contractor to comply with this ordinance shall result in a written notice and/or a fine of up to \$250.00 Per Occurrence. REFERENCE: City of Rensselaer Municipal Code. Copy on file in Clerk-Treasurer's Office. City of Rensselaer, PO Box 280, Rensselaer, IN 47978



**CONTRACTOR/SUBCONTRACTOR/SPECIALTY CONTRACTOR REGISTRATION**  
Signature Page  
Attachment "B"

**CERTIFICATION OF BUSINESS OWNER, CORPORATE OFFICER OR REPRESENTATIVE**

I hereby certify that I am duly and legally authorized on behalf of the Contractor to submit this Registration to the City of Rensselaer; the information contained herein is true, accurate and complete; and upon acceptance of the Registration, the Contractor will be Registered/Licensed with the City of Rensselaer in accordance with the terms and conditions set forth in Ordinance 04-2011.

**COMPANY NAME:** \_\_\_\_\_

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

Printed Name: \_\_\_\_\_

Title of Signatory: \_\_\_\_\_