



THOMAS M. MCDERMOTT, JR.
MAYOR

Kurtis W. Koch
Building Commissioner

**CITY OF HAMMOND
INSPECTIONS DEPARTMENT
BUILDING DIVISION**

5925 Calumet Avenue, Hammond, IN 46320 Phone (219) 853-6316 Fax: (219) 853-6543

Contractor License Renewal Form

Year Renewing:
20__

Please check the box(s) that apply:

- Residential Roofing Commercial General Residential General
- Drywall & Metal Studs Commercial Roofing Exterior Remodeling
- Landlord Concrete Masonry Electrical
- HVAC Residential / Commercial (circle) Plumbing Other _____

Company Name: _____

Name of License Holder: _____

Mailing Address: (No PO Box Accepted) _____

Phone #: _____ Fax #: _____ Email: _____

The following must be submitted in order to process the renewal:

- Renewal form completely filled out
- Copy of Lake County recorded bond
- Certificate of Insurance with City of Hammond listed as Certificate Holder (General Liability and Workman's Comp) ****NO PO Boxes Accepted****
- \$100 Renewal Fee (per license) payable to City of Hammond
- Driver's License of license holder
- Certificate of Authority for a Foreign Corporation
- Indiana Plumbing License(s) / Indiana Abatement License (if applicable)

Any applicant with a criminal background check revealing a conviction for a crime or crimes involving theft, fraud, dishonesty, misrepresentation, deceit, violence against another person and sexual offenses shall not be licensed as a contractor or subcontractor in the City of Hammond. Any applicant who provides false information during the application process shall be denied a license.

Has the license holder been convicted of any of the above within the past year? Yes _____ No _____

You can mail all documentation to the address listed above to the attention of the Building License Renewal

Renewals not received by January 31st, of each year will be subject to a late fee of \$100 (\$50 late fee for Plumbing Contractors). Licenses that are not renewed by June 29th will be void.