



Building Department

310 Navajo Trail, Burns Harbor, IN 46304



Office of the Building Commissioner

Telephone: 219-787-9187

Fax: 219-787-0015

Dear Business Owner or Agent:

You will find enclosed, application forms for the renewal of your Contractor's License, and/or License to Do Business. Please remember that each license shall be renewable on or before **January 31st** of each calendar year.

The requirements for each of the licenses are listed below: **Please note that you do not need both licenses.** If your company performs work at a job site or home you need a Contractor's License. Business Licenses are for companies or individuals who operate out of a building or home and/or offer a service. Examples of some of these are the following: Gas stations, liquor store, bar, insurance agency, or a retail business. If you are not sure which applies to you, feel free to call our office for more information.

LICENSE TO DO BUSINESS:

1. Each business must fill out and return their application for their License to Do Business.
2. The applicant shall pay a fee of **\$75.00** in addition to all other fees required by this ordinance.

CONTRACTOR'S/SUBCONTRACTOR'S LICENSE:

1. Must fill out and return contractor/subcontractor application.
2. Shall comply with all ordinances, laws, rules and regulations of the Town of Burns Harbor and the State of Indiana, and their officers, departments, and divisions.
3. Shall submit either a bond payable to The Town of Burns Harbor in the amount of \$10,000.00, or a copy of your \$5,000.00 Porter County Bond. If you should choose to obtain a \$10,000.00 bond payable to the Town of Burns Harbor, it does not have to be recorded in Valparaiso. Either bond shall be kept and maintained in force by the licensee during the term of the license. Each applicant shall submit evidence of public liability insurance in limits not less than \$100,000.00/\$300,000.00; property damage insurance in limits not less than \$50,000.00; as well as workers compensation insurance. The certificate **must** list the Town of Burns Harbor as the certificate holder. The insurance required shall be kept and maintained in force during the term of the license.
4. The applicant shall pay a fee of **\$100.00** for this license. **You DO NOT have to pay for a License to do Business as well. The fee for a Contractors License is \$100.00.**

Please remember that everyone who will be doing business within The Town of Burns Harbor will need to renew their licenses during the month of January. The Burns Harbor Town Code Chapter 6, which details licenses states:

- That in the event that a licensee fails to timely renew its license annually, the renewal fee to reinstate an expired license shall be **two times the renewal fee then in effect.**

Please send your enclosed applications and all required paperwork with a check made payable to Town of Burns Harbor to:

The Burns Harbor Building Department
310 Navajo Trail
Burns Harbor, IN 46304

Once all the required materials and monies have been received, your license will be mailed to you. If you should have any questions or concerns in regards to the procedures listed above, please feel free to contact Lori at **219-787-9187**