



# CITY OF PORTAGE

## BUILDING DEPARTMENT

CITY HALL

6070 CENTRAL AVENUE

PORTAGE, INDIANA 46368

TELEPHONE 762-4204 / FAX 764-5749

## CONTRACTORS LICENSING REQUIREMENTS

Each applicant shall complete an application form and submit a non-refundable application fee of \$50.00 to be paid to the City of Portage. An additional \$100.00 licensing fee is required for all new contractors.

Each applicant shall also submit a Certificate of Insurance to the Building Commissioner naming **“The City of Portage, its officers, agents and employees are additional insured”** in the minimum amount as hereafter provided:

1. Commercial General Liability of \$1,000,000 Occurrence and \$1,000,000 Aggregate
2. Worker’s Compensation as required by the State of Indiana
3. If the applicant does not have any employees he must sign a waiver stating that he has no employees other than himself and provide a copy of his State of Indiana Exemption Certificate.
4. The Certificate of Insurance must show the City of Portage as Certificate Holder.

Each applicant is required to have an original Unified License Bond in the amount of \$5,000.00. The bond is to read as follows: **“Porter County and all cities, towns, and municipalities in Porter County”** and it is to be recorded at the Porter County Recorders office, 155 Indiana, Room 210, Valparaiso, IN 46383, (219) 465-3465. **We will need a copy of the recorded bond.**

**Incomplete applications will be discarded 10 business days after initial receipt with forfeiture of application fee.**

Should an examination be required, each applicant shall designate in his application the individual who will be required to take the examination and such individual must be an active officer of the firm or organization applying for such a license.

**\*\*\*Examinations are given on Wednesday’s at 10:00 a.m.\*\*\***

**\*\*\* Permits are required prior to beginning work. \*\*\***

It is unlawful to contract or subcontract work in the City of Portage to any unlicensed contractor or subcontractor. Therefore, building permits may not be issued until all contractors and subcontractors for the project are licensed.