

The Lowell flag is depicted on the left side of the page. It features a blue field with a yellow border, containing a central yellow sunburst and several yellow stars. A red tassel hangs from the top of the flag.

**Licensing Application Form and
Instruction Sheets**

**Lowell Licensing
Ordinance No. 2010-02**

(Amending Ordinance 150.15 thru 150.25)
(Amending Ordinance 150.35 passed 12/22/2014)

Passed and Adopted by Lowell Town Council June 28, 2010

**Lowell Community Development
501 E. Main Street
P.O. Box 157
Lowell, IN 46356**

**Phone (219) 696-7794 ext. 23
Fax (219) 696-7796**

Note: Completed application must be submitted one (1) week prior to testing date.

Procedure for Applying for a Contractors License.

(Please read carefully all information in this packet.)

1. Fill out the application for Contractors License as instructed on the attached sheet.
2. Be sure you attach two 2” x 2” photographs of yourself to the application.
3. Return the completed application with a check or money order payable to the Town of Lowell in the amount of One Hundred (\$100.00).

The Licensing Staff may investigate the statements contained on the application and if any statements are found to be false or untrue, they may refuse to examine, license, or register the applicant.

4. You will be scheduled for an examination or for a registration at the earliest convenience, (Plumbers who possess a valid Indiana Plumber’s License are not required to take a test, but they must be REGISTERED with the Licensing Department to perform work in the Town of Lowell this also applies to well-diggers)
5. **EXAMINATIONS:** You will be notified as to the time, date, and type of examination. All examinations are “open book exams” and the applicant shall bring with him (or her) the Code Books listed below.

CODE BOOK REQUIRED: REVISED 1/5/2015

2003 5th Printing (IRC) 1 & 2 Family Dwelling Code with Indiana Amendments effective April 5, 2008.

2012 1st Printing International Building Code with Indiana Amendments effective December 1, 2014

2012 IMC HVAC Examination – 1st Printing with Indiana Amendments effective December 1, 2014.

2008 NEC Electrical Contractors Exam – 1st Printing with Indiana Amendments effective August 26, 2009

(Architectural Center Bookstore 1-317-634-3871)

6. **TEST GRADE:** To qualify for a License, a grade of 75% or better is necessary to pass. You will be notified by mail whether you have successfully passed the examination.
7. Upon notification that you have successfully passed the examination, you shall be required to bring or forward to this office a current RECORDED County Unified Contractors Bond and a Certificate of Insurance as per Licensing Ordinance No. 2010-02 prior to receiving a Lowell Contractors License. **(Bond to be recorded in the lake County Recorder’s Office.)**

Any applicant who fails to qualify for a License as a Contractor or Specialty Contractor may not be re-examined for 90 days. In the event the applicant fails to qualify on 2 successive attempts, he shall be ineligible for re-examination for a period one year from the date of his last examination.

Instructions for Filling in Contractors License Application Form.

1. Application Number (this is for Office Use Only).
2. Applicant's Name (not business name).
3. Business Name (name of business; can be same as above if the business carries the same name).
4. Business Address (where you can be reached).
5. Federal Tax Number (must be supplied).
6. Type of License (name it); Renewal (for what years); Registration (plumbers only).
7. If Renewal or Registration, give number.
8. If Plumbers Registration, give State of Indiana number, and copy of state license.
9. Check the category or type of License being sought.
10. Specialty – name the type of specialty.
11. Check category and indicate whether an individual, partnership, or corporation.
12. Give names of individuals involved in your company.
13. Application and Examination Fee (this is for Office Use Only).
14. Attach two (2) photographs measuring 2" x 2".
15. Name any other Contractors Licenses you carry.
16. If it pertains to you, fill it in.
17. If it pertains to you, fill it in.
18. Is your **recorded** Bond in effect? (check it). Also must include scope of work.
19. Answer this question.
20. Answer this question.
21. Fee's payable to: **Town of Lowell.**

Fee Schedule for New Contractors Licenses

Application and Testing Fee	\$100.00
Contractors License Fee	\$100.00

Fees to Renew Contractors Licenses

Renewal Fees are due and payable by December 31st of the year the License of Registration is issued.

HVAC Renewal Fee	\$50.00
General & Specialty License Renewal Fee	\$50.00
Plumbers Registration Renewal Fee	\$50.00
Electrical License Renewal Fee	\$50.00

Application Form for New Contractors License

1. Application No. _____ Date _____
2. Applicant Name _____ Phone _____
3. Driver's License No. _____
4. Business Name _____ Phone _____
5. Business Address _____
6. EMAIL ADDRESS: _____
7. Federal Tax Number _____ Date of Birth _____
8. LICENSE TYPE New ___ Renewal ___ Registration _____
9. *If Renewed, give License or Registration Number* _____
10. *If Plumber Registration, give Indiana No.* _____
11. LICENSE TYPE: General ___ Electrical ___ HVAC ___ Plumber ___
12. SPECIALTY (TYPE OF SPECIALTY) _____
13. Individual ___ Co-Partnership ___ Corporation _____
14. NAMES OF PARTNERS OR CORPORATION OFFICERS (please list)
_____ TITLE _____ PHONE _____
_____ TITLE _____ PHONE _____

APPLICATION / EXAMINATION FEE \$100.00 RECEIPT NO. _____

LICENSE FEE..... \$100.00 RECEIPT NO. _____

REGISTRATION FEE \$100.00 RECEIPT NO. _____

RENEWAL FEE \$50.00 RECEIPT NO. _____

13. Photographs (two)-SIZE 2" X 2" ATTACHED _____

14. How long have you been engaged in Contracting Business?

_____ YEARS _____

Verify and describe in writing jobs contracted for the past year. Please attach any information that can verify the above.

15. Do you now hold any Contractors License? Yes ____ NO ____
16. Have you ever been convicted in Indiana or any other state of obtaining money under false pretenses, extortion, forgery, embezzlement or criminal conspiracy to defraud, filed bankruptcy, or other like offenses? YES ____ NO ____

If yes, explain nature of charge, date of conviction, court and location where convicted, sentence imposed, and explain whether the sentence or disposition has been completed.

17. Are you currently under indictment or charge by information for the offense of any of the above charges? YES ____ NO ____

If yes, explain the nature of the charge and the status of the case.

18. Do you understand the Town of Lowell, Indiana Building Code – The required Inspections and Required Permits? Do you understand that they are applicable? YES ____ NO ____

19. Do you understand the Lowell Ordinance No. 2010-02 Regarding the Licensing and Registration of Contractors is applicable? YES ____ NO ____

20. In witness whereof, I have hereunto subscribed my name this ____ day of _____, 20__ in the County of _____, State of _____

(Applicant/ Signature)

(Applicant's Address)

S/S:

_____, a legal resident of _____, County of _____, State of _____, to me personally known having been sworn (or having affirmed before me) declares that he is the person described in the foregoing application and that all statements contained in the said answers are true to the best of his knowledge and belief.

SWORN AND SUBSCRIBED TO before me this ____ day of _____ 20__, in _____ County, State of _____.

OFFICIAL SEAL

(Official Seal must not be omitted)

_____ MY COMMISSION EXPIRES _____

(NOTARY PUBLIC)

Approved ____ Denied ____ Reason: _____

_____ Code Official

Insurance and Bond Requirements

All Contractors performing work in the Town of Lowell, Indiana are required by State Law and Lowell Ordinance No. 2010-02 to have a Five Thousand Dollar (\$5,000.00) Unified Bond which must be recorded in the Lake County Recorders Office and a Certificate of Insurance before being submitted with the Contractors Licensing Application Form. It is necessary to record the Unified Bond but it is not necessary to record your Certificate of Insurance.

Areas covered under the insurance requirements are Property Damage and Personal Liability in the amount of Five Hundred Thousand Dollars (\$500,000.00) for each occurrence, or an umbrella form of One Million Dollars (\$1,000,000.00). Owners building personal residence shall supply a Builders Risk Umbrella Insurance Policy.

Please Note: The Certificate of Insurance holder must be:

Town of Lowell
501 E. Main St., P.O. Box 157
Lowell, IN 46356

Bond and insurance must state scope of work.

Checks / Money Orders payable to: Town of Lowell

Please Note: All foreign corporations (our of state), must submit a Certificate of Authority from the Indiana Secretary of State. Their Phone number is (317-232-6576).

Plumbers who possess a valid Indiana Plumbers License are not required to take any test, but they must be registered with the Lowell Building Department to perform work in Lowell. This also applies to Licensed Well Diggers.

Please have your bond corrected-your insurance company should be able to issue a Rider to correct any wording of your recorded bond. Have your insurance company fax a copy of the rider to our office-Riders are not to be recorded. If you have any questions, please (219) 696-7794 ext 23.