

**TOWN OF DYER
BUILDING DEPARTMENT**

One Town Square
Dyer, IN 46311
Ph 219-865-4228

To All Contractors:

Under the terms of the Dyer Town Code, Chapter 4, Division 8, your Contractor's Registration with the Town of Dyer will expire on December 31, 2018.

If you intend to obtain your 2017 Contractor's Registration for the Town of Dyer, please submit the following documents:

1. A completed application form (on the reverse side of this letter)
2. \$50.00 Registration Fee
3. A current \$5,000.00 Bond, which must be recorded in Crown Point at the Lake County Government Center at 2293 N. Main Street (219-755-3730). If a copy of the original bond displaying the County Recorder's stamp is on file with the building department, the **continuation certificate for that same bond number does not need to display the recorder's stamp.**
4. A Certificate of Insurance in an amount greater than or equal to **\$500,000.00** for single-limit coverage for bodily injury and property damage. The Certificate of Insurance must **show the Town of Dyer as a certificate holder.**

ALL FOUR OF THE DOCUMENTS LISTED ABOVE MUST BE SUBMITTED TOGETHER. This will avoid confusion and will assure that your application is processed promptly. We will have no choice but to return your check if you send it to us without the required paperwork.

**THE ORDINANCE DEALING WITH THE EXPIRATION OF BUILDING, ELECTRICAL AND
PLUMBING PERMITS HAS CHANGED.**

1. If the work described in any permit has not begun within 90 days from the date of issuance, the permit will expire and will be canceled.
2. If the work described in a permit has a construction value of less than \$600,000.00 and has not been substantially completed within 1 year of the date of issuance, said permit shall expire and a new permit will be required to complete the work which is based on the dollar amount to complete the remainder of the work.
3. If the work described in an improvement location permit exceeds \$600,000.00 of construction cost, the permit shall be valid for a period of 2 years from the date of issuance.

The date of issuance shall be defined as the date on which the improvement location permit becomes available for pick up at the Clerk-Treasurer's Office in the Dyer Town Hall.

ATTENTION PLUMBING CONTRACTORS

A photocopy of the **INDIANA PLUMBER'S LICENSE** for **EACH** of your employees **MUST** be submitted with your application.

TOWN OF DYER

**Application for Certificate of Registration
For Contractors and Sub-Contractors**

PLEASE PRINT

Date: _____

Name of Business: _____

Name of Business Owner: _____

Address of Business: _____ **City:** _____

State: _____ **Zip Code:** _____

Business Phone: _____ **Mobile Phone:** _____

Social Security Number or Federal ID Number: _____

E-mail Address: _____

Business Owner Information

Name: _____

Address: _____
City State Zip Code

Type of Business: _____

**PLUMBING CONTRACTORS MUST ATTACH COPY OF STATE OF INDIANA
PLUMBING LICENSES FOR ALL EMPLOYEES**

Signature of Applicant: _____

Receipt # _____

Registration # _____

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This registration will expire December 31, 2018