



THOMAS M McDERMOTT, JR.  
MAYOR

BOB VALE  
BUILDING COMMISSIONER

**CITY OF HAMMOND  
BUILDING INSPECTION DEPARTMENT**

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:

Commercial Roofing    Residential Roofing    Commercial General    Residential General  
 Drywall & Metal Studs    Exterior Remodeling    Concrete    Landlord    Masonry  
 HVAC    Electrical    Plumbing    Other \_\_\_\_\_

Today's Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Name of License Holder: \_\_\_\_\_

Mailing Address: (No PO Box Accepted): \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

The following **MUST** be submitted in order to process the renewal:

Renewal form completely filled out  
 Copy of Lake County recorded bond  
 \$10,000 Street Opening bond MANDATORY for all Plumbing, Boring, and Underground Utility Contractor.  
 Certificate of Insurance with City of Hammond listed as Certificate Holder  
(General Liability and Workman's Comp) **\*\*NO P.O. 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 proves 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 C/O Contractor License Renewal Department.

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 30<sup>th</sup> of each year will be void.

Revised 1/8/2026