



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 30th of each year will be void.

Revised 1/8/2026