



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
- 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.**