

**TOWN OF MERRILLVILLE  
PLANNING & BUILDING DEPARTMENT  
7820 Broadway, Merrillville, Indiana 46410  
(219) 769-3631 FAX 736-9039**

**MECHANICAL CONTRACTOR LICENSING INFORMATION**

**Excerpt from Ordinance No. 76-77 amending Ordinance No. 72-20**

Applicants for mechanical contractors examination must complete application, return it to the Planning & Building Department and pay the sum of twenty-five dollars (exam fee).

Any applicant failing to qualify for a mechanical contractor's license shall be given the opportunity within a thirty (30) day period for a re-examination on the original twenty-five dollar (\$25.00) examination fee. If, through no fault of the Examining Board, the applicant does not get re-examined within thirty (30) days from the original exam date, the examination fee is not returnable nor can it be used for any future examination fee. If the applicant fails the re-examination, the twenty-five dollar (\$25.00) fee is not returnable. No other person of the same firm or corporation shall be entitled to an examination for an mechanical contractor's license before the expiration of the thirty day period and upon payment of the twenty-five dollar (\$25.00) examination fee by the new applicant.

The Planning & Building Administrator of the Town of Merrillville, Indiana upon receipt of an approved certificate that such examinee has passed the examination for a mechanical contractor's license, and upon payment of One Hundred Dollars (\$100.00) (less the twenty-five dollar (\$25.00) paid examination fee) to the Clerk Treasurer, shall issue said license to such applicant, when applicant submits a certificate of insurance for minimum \$100,000./\$300,000. public liability and minimum of \$50,000. property damage and a stamped copy of a County Bond for \$5,000, recorded at the Recording Office located in the: Lake County Government Complex, (**Recorder's Office**)  
2293 North Main Street  
Crown Point, Indiana, 46307

Acceptable wording for this bond is "**eligible to work in all cities, towns, or municipalities in Lake County, Indiana.**"

Please call the Recorder's Office (219) 755-3730 about fees for recording and making copies.

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**General Information**

Ordinance 78-45, Amendment 76-39 Regulation of Contractors & House Enrolled Act #1347

The following is general information requirements for licensing or registration for **ALL Contractors:**

- 1) **\$5,000. Bond** that **must be** recorded with their **official stamp** at the  
**LAKE COUNTY GOVT. CENTER (Recorder's Office)**  
2293 North Main Street  
Crown Point IN 46307  
Phone (219) 755-3730

is required by Lake County and the Town of Merrillville. Acceptable wording for this bond is **BOARD OF COMMISSIONER OF LAKE COUNTY, STATE OF INDIANA AND ALL CITIES, TOWNS, OR MUNICIPALITIES IN LAKE COUNTY, INDIANA.** Call the Recorder's Office about the fees they charge for this service and making copies.

- 2) **Certificate of Insurance** - in full continuing force and effect in the amounts:

**a) Public Liability**

"Type A" General Contractor	\$500,000. One Person
	\$1,000,000. One Accident
"Type B" Sub-Contractor	\$100,000. One Person
	\$300,000. One Accident
Electrical, Plumbing & HVAC Contractors	same amount as "Type B" Contractor

**b) Property Damage**

"Type A" General Contractor	\$250,000.
"Type B" Sub-Contractor	\$ 50,000.
Electrical Contractor	\$ 50,000.
Plumbing Contractor	\$ 50,000.
HVAC Contractor	\$ 50,000.

**c) Workman's Compensation**

As required by the State of Indiana

- 3) Application to be filled out and signed.
- 4) Total fee \$100.00 ALL CONTRACTORS

**NOTE:** Expiration of License is December 31 of each year. Renewal fee payable between January 2 and January 31 is \$50.00.

Electrical Contractors must take an electrical exam.

HVAC Contractors must take a mechanical exam.

Plumbing Contractors must present a copy of Original State of Indiana License and present year renewal card.

