

CONTRACTOR REGISTRATION

TOWN OF DUNE ACRES

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One East Road
Dune Acres, IN 46304
219-787-1900
datownclerk@frontier.com



BUILDING COMMISSIONER

Tom Roberts
219-787-8174
tomlou25@aol.com

ALL CONTRACTORS AND SUBCONTRACTORS whose work requires a building permit are required to register annually. (Town Code of Ordinances, Section 10-30) The initial cost is \$100 and renewal is \$25 if paid by January 31st. Additionally, all **LANDSCAPERS AND LAWN AND GROUNDS MAINTENANCE CONTRACTORS, INCLUDING SNOW REMOVAL**, must be registered. (Section 14-30). The cost is \$25 annually. In some cases, this completed application must be accompanied by one or more of the following documents:

- contractor license ¹
- certificate of insurance naming "Town of Dune Acres" as additional insured ²
- Unified License Bond in an amount equal to \$5000 (recorded and filed with Porter County) ²
- Proof of Worker's Compensation Insurance coverage ³

Initial Registration (\$100) Renewal (\$25) Landscaper/Lawn or Grounds Maintenance (\$25)

Contractor Information

Name of Company	Phone #	Cell #
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Street Address	City	State	Zip Code
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Work Site Contact	Cell #	Email Address
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Administrative Contact	Phone #	Email Address
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Type of Work Performed

Signature of Owner/Manager	Print Name	Date
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¹ Required for mechanical, HVAC, plumbing and electrical contractors

² Required for mechanical, HVAC, plumbing and electrical contractors and for any contractor working on a project the value which exceeds \$25,000 in material and labor; optional for other contractors.

³ Required for any contractor employing non-exempt individuals.

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TERMS AND CONDITIONS

Please read the following information carefully and sign to indicate your understanding and acceptance of these terms and conditions.

- The applicable building code of the State of Indiana is hereby adopted by reference as the building code of the Town of Dune Acres.
- A building permit is required for any project the total cost of which exceeds three thousand dollars (\$3,000.00) in materials and labor. (see Section 10-25 of the Town code for additional information). The building commissioner may approve permit applications up to \$10,000. Town Council approval is required for any permit application in excess of \$10,000.
- Without prior authorization, all contractor vehicles must be parked on private property. Temporary parking passes can be obtained from the security office at the entrance to Dune Acres. No parking on public roadways or town parking lots is permitted without a pass.
- Contractors will be held liable for any damage to public roadways resulting from heavy equipment or other construction-related activities.
- No dumping is allowed on town property or into town repositories at any time. Illegal dumping is in violation of town ordinances and Indiana statute.
- Vehicles in excess of fifteen tons are prohibited on town roadways. During designated frost periods (generally late winter and early spring) this weight restriction may be reduced to five tons or less, at the sole discretion of the Dune Acres roads commissioner.
- All construction material, trailers, dumpsters, etc. must be stored on private property unless permission has been granted by the building commissioner.
- Excess sand cannot be removed from the Town of Dune Acres without prior written authorization of the building commissioner.
- SNOWPLOW SERVICE: All snow plowed from private driveways must remain on the owner's property. Snow cannot be plowed onto the streets or onto adjacent public or private property.
- LANDSCAPERS: Dune Acres takes the control of invasive plant species very seriously. If you introduce known invasive plants onto private property within town limits, you may be held liable if these plants spread onto public property. Commercially available plants that are known to be invasive include burning bush, Japanese barberry, Norway maple and others. A helpful guide for selecting environmentally friendly alternatives can be found on the Midwest Invasive Plant Network website at <http://www.mipn.org/MIPN%20Landscape%20Alternatives%202013.pdf>.
- Activities within town are monitored by Public Video Security (PVS). Theft, vandalism or other unlawful activities will be prosecuted to the fullest extent of the law.

I understand and accept these terms and conditions.

Signature of Owner/Manager

Print Name

Date