ST. JOSEPH COUNTY CITY OF SOUTH BEND

BUILDING DEPARTMENT

APPLICATION FOR **METAL FABRICATION CONTRACTORS**

COMPANY NAME: _____ E-MAIL: _____

ADDRESS: _____

_____ TELEPHONE NUMBER: _____

PRESIDENT/LICENSE HOLDER: _____

BUSINESS ASSOCIATION (check one):

☐ Limited Liability Company (LLC) ☐ Sole Proprietorship ☐ General Partnership

☐ Corporation ☐ S-Corporation ☐ Nonprofit Corporation

☐ Limited Liability Partnership (LLP) ☐ Limited Partnership Other: _____

I, _____ BEING DULY SWORN UNDER OATH, DEPOSE and say that all the statements in this application herewithin are true. I will be responsible for compliance with all ordinances and laws in effect governing work performed under building permits issued by the St. Joseph County/City of South Bend Building Department.

_____
Signature of Applicant

Subscribed and Sworn to before me this _____ day of _____

_____
Signature of Notary

My Commission Expires: _____

Resident of _____ County

ADDITIONAL INFORMATION REQUEST

As an ongoing effort to better serve the community, please take a minute to indicate if you are a member of one of the groups listed on the following page. Please note that refusing or failing to self-identify into one of these categories cannot be grounds to deny a registration request. Applications cannot be approved or denied on the basis of whether a contractor's business does or does not fall within one of these categories. (See questionnaire on page 3.)

METAL FABRICATION CONTRACTOR REGISTRATION REQUIREMENTS

1. Provide Original Surety Bond as follows:
   - **Principal's name on bond will be the name for Registration**
   - Bond must have a bond number
   - Term of bond must be for a one (1) year period with a beginning date and ending date
   - Amount of bond must be $5,000
   - Bond must name the City of South Bend/St. Joseph County as the oblige
   - Bond form must indicate METAL FABRICATION CONTRACTOR
   - Original bond is required and must be signed
2. Provide proof of Workers' Compensation (or exemption from the State at https://www.in.gov/core/business_guide.html)
3. Be properly registered with the State of Indiana, if applicable (https://inbiz.in.gov/BOS/Home/Index)
4. $125.00 annual fee

METAL FABRICATION CONTRACTOR REGISTRATION RENEWAL REQUIREMENTS

1. Complete Contractor Application (see page 1)
2. Provide Original Continuation Certificate of Surety Bond
   - If your license has been expired for more than **1 (one) year**, you will be required to provide the following:
     - Current Continuation Certificate of your Surety Bond
     - **All** previous Continuation Certificates
     - **All** missed annual registration fees

       ***We cannot have a lapse in Bond coverage**
   - If providing a new bond instead of a Continuation Certificate, be sure to follow Surety Bond requirements
   - If the Building Department adopts any new codes, an exam may be required
   - If the License-holder is switching to a different company, a new Surety Bond, Application, and payment is required
3. Provide proof of Workers' Compensation (or exemption from the State at https://www.in.gov/core/business_guide.html)
4. Be properly registered with the State of Indiana, if applicable (https://inbiz.in.gov/BOS/Home/Index)
5. $125.00 annual fee

☐ **Minority-Owned Business Enterprise (MBE):**

"Minority-Owned Business Enterprise (MBE)" means a sole proprietorship, partnership, corporation, limited liability company, Joint Venture or any other business or professional entity:

a) Which is at least 51% owned by one or more Minority Individuals, or in the case of a publicly owned business, at least 51% of all classes of the stock of which is owned by one or more Minority Individuals; and

b) Whose management, policies, major decisions and daily business operations are independently managed and controlled by one or more such more Minority Individuals;

☐ **Woman-Owned Business Enterprise (WBE):**

"Woman-Owned Business Enterprise (WBE)" means a sole proprietorship, partnership, corporation, limited liability company, Joint Venture or any other business or professional entity:

a) Which is at least 51% owned by one or more Women, or in the case of a publicly owned business, at least 51% of all classes of the stock of which is owned by one or more Women; and

b) Whose management, policies, major decisions and daily business operations are independently managed and controlled by one or more such Women.

☐ **Veteran- Owned Business Enterprise (VBE):**

"Veteran-Owned Business Enterprise (VBE)" means a sole proprietorship, partnership, corporation, limited liability company, Joint Venture or any other business or professional entity:

a) Which is at least 51% owned by one or more Veteran, or in the case of a publicly owned business, at least 51% of all classes of the stock of which is owned by one or more Veterans; and

b) Whose management, policies, major decisions and daily business operations are independently managed and controlled by one or more such Veterans.

☐ **Small Business Enterprise (SBE):**

Size standards vary by industry, and are generally based on the number of employees or the amount of annual receipts the business has. You can find small business size regulations in Title 13 Part 121 of the Electronic Code of Federal Regulations (eCFR). https://www.sba.gov/size-standards/

☐ **Disadvantaged Business Enterprise (DBE):**

"Disadvantaged Business Enterprise" means socially and economically disadvantaged individuals own at least a 51% interest and also control management and daily business operations. African Americans, Hispanics, Native Americans, Asian-Pacific and Subcontinent Asian Americans, and women are presumed to be socially and economically disadvantaged. Other individuals can also qualify as socially and economically disadvantaged on a case-by-case basis.

☐ **Section 3 Business Enterprise (Sec3E):**

"Section 3 Business Enterprise (Sec3E)" means a business that is at least 51% or more owned by Section 3 Residents,
A business where 30% of permanent, full-time employees are Section 3 residents or were Section 3 businesses.
A Section 3 Resident is:

a) A public housing resident or,

b) A low income person who lives in the metropolitan areas where a HUD-assisted project for housing or community development is located. Low income is defined as income below 80% of the median household income of that area.

☐ **Disabled- Owned Business Enterprise (DOBE):**

"Disabled Owned Business Enterprise" means a sole proprietorship, partnership, corporation, limited liability company, Joint Venture or any other business or professional entity:

a) Which is at least 51% owned by one or more Disabled Individuals, or in the case of a publicly owned business, at least 51% of all classes of the stock of which is owned by one or more Disabled Individuals; and

b) Whose management, policies, major decisions and daily business operations are independently managed and controlled by one or more such Disabled Individuals.

☐ **Disabled Veteran- Owned Business Enterprise (DVBE):**

"Disabled Veteran-Owned Business Enterprise (DVBE)" means a sole proprietorship, partnership, corporation, limited liability company, Joint Venture or any other business or professional entity:

a) Which is at least 51% owned by one or more Disabled Veterans, or in the case of a publicly owned business, at least 51% of all classes of the stock of which is owned by one or more Disabled Veterans; and

b) Whose management, policies, major decisions and daily business operations are independently managed and controlled by one or more such Disabled Veterans.

☐ **LGBTE-Owned Enterprise (LGBTE):**

"Lesbian Gay Bisexual Transgender Business Enterprise" (LGBTE) means a sole proprietorship, partnership, corporation, limited liability company, Joint Venture or any other business or professional entity:

a) Which is at least 51% owned by one or more LGBT individual, or in the case of a publicly owned business, at least 51% of all classes of the stock of which is owned by one or more LGBT individuals; and

b) Whose management, policies, major decisions and daily business operations are independently managed and controlled by one or more such LGBT individuals.

☐ **NONE APPLICAPLE**