



# BUILDING DEPARTMENT

## SIGN CONTRACTOR REGISTRATION REQUIREMENTS

### NEW CONTRACTORS

1. Complete Contractor Pre-Licensing Registration form (see page 2)
2. Provide Original Surety Bond as follows:
  - 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
  - Principal's name on bond must match name used on registration
  - Bond must name the City of South Bend/St. Joseph County as the obligee
  - Bond form must indicate SIGN CONTRACTOR
  - Original bond is required and must be signed
3. Provide Certificate of Liability Insurance as follows:
  - Certificate must name the City of South Bend/St. Joseph County as the Certificate Holder
  - Limits of Liability must be \$100,000 per person, \$300,000 per occurrence, and \$50,000 per property damage
  - Certificate must show proof of Workers Compensation (see details on page 2)
4. Be properly registered with the State of Indiana, if applicable (<http://www.in.gov/sos/business/2428.htm>)
5. \$125 annual registration fee

### RENEWALS

1. Complete Contractor Pre-Licensing Registration form (see page 2)
2. Provide Original Continuation Certificate of your Surety Bond
  - If your Registration 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 building contractor registration requirements for new bond (above)
3. Provide Certificate of Liability Insurance, following the guidelines above
4. Continue proper registration with the State of Indiana, if applicable (<http://www.in.gov/sos/business/2428.htm>)
5. \$125.00 annual registration fee

### 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.)



BUILDING DEPARTMENT

SIGN CONTRACTOR PRE-LICENSING REGISTRATION FORM

COMPANY NAME: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_

OFFICERS:

PRESIDENT/LICENSE HOLDER: \_\_\_\_\_

VICE PRESIDENT: \_\_\_\_\_

BUSINESS ASSOCIATION (check one):

- Limited Liability Company (LLC)
- Sole Proprietorship
- General Partnership
- Corporation
- S-Corporation
- Nonprofit Corporation
- Limited Liability Partnership (LLP)
- Limited Partnership
- Other: \_\_\_\_\_

\*All contractors must provide updated proof of workers' compensation coverage in the form of:

- Certificate of Workers' Compensation Insurance; **OR**
- Certificate of self-insurance from the Indiana Workers' Compensation Board; **OR**
- Certificate of independent contractor exemption from the Indiana Department of Revenue

\*If none of these documents apply, an affidavit or other legal basis for non-coverage in accordance with Indiana law must be provided

\*Contractors are responsible for having applicable Workers' Compensation throughout Registration/License term.

[https://www.in.gov/core/business\\_guide.html](https://www.in.gov/core/business_guide.html)

\*Contractors are responsible for being properly registered with the State of Indiana, when applicable:

<http://www.in.gov/sos/business/2428.htm>

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



BUILDING DEPARTMENT

**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 APPLICABLE**