



ST. JOSEPH COUNTY

CITY OF SOUTH BEND



PAYMENT:  
CHECK #  
CARD  
CASH  
\*WE DO NOT ACCEPT AMERICAN EXPRESS  
\*EXACT PAYMENT MAY BE REQUIRED IF WE ARE UNABLE TO MAKE CHANGE FOR CASH PAYMENTS

## BUILDING DEPARTMENT

\*Applications and documents can be emailed to [cpalafox@southbendin.gov](mailto:cpalafox@southbendin.gov) for review

### PLUMBING AND EXCAVATING CONTRACTOR

#### REGISTRATION REQUIREMENTS

##### NEW CONTRACTORS

###### Plumbing Contractors:

1. Complete Contractor Pre-Licensing Registration form (see page 2)
2. Provide copy of current Indiana State License (individual not corporation; Plumber Contractor not Journeyman)
3. Provide copy of license holder's photo ID (i.e. driver's license)
4. Provide Certificate of Insurance showing proof of Workers Compensation (see details on page 2)
5. Be properly registered with the State of Indiana, if applicable (<https://inbiz.in.gov/BOS/Home/Index>)
6. \$125 annual registration fee (cash or check payment only)

###### Excavating Contractors:

1. Complete Contractor Pre-Licensing Registration form (see page 2)
2. Provide Certificate of Insurance showing proof of Workers Compensation (see details on page 2)
3. Be properly registered with the State of Indiana, if applicable (<https://inbiz.in.gov/BOS/Home/Index>)
4. \$125.00 annual registration fee

**\*Please note that a plumbing contractor is required to install any 1" or less water line from the curb valve to the meter, but excavating contractors may install sewer line or water lines over 1" from the curb valve to the meter.**

##### RENEWALS

###### Plumbing Contractors:

1. Complete Contractor Pre-Licensing Registration form (see page 2)
2. Provide copy of current Indiana State License (individual not corporation; Plumber Contractor not Journeyman)
3. Provide copy of license holder's photo ID (i.e. driver's license)
4. Provide Certificate of Insurance showing proof of Workers Compensation (see details on page 2)
5. Be properly registered with the State of Indiana, if applicable (<https://inbiz.in.gov/BOS/Home/Index>)
6. \$125 annual registration fee (cash or check payment only)

###### Excavating Contractors:

1. Complete Contractor Pre-Licensing Registration form (see page 2)
2. Provide Certificate of Insurance showing proof of Workers Compensation (see details on page 2)
3. Be properly registered with the State of Indiana, if applicable (<https://inbiz.in.gov/BOS/Home/Index>)
4. \$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.)

##### EXCELLENCE | ACCOUNTABILITY | INNOVATION | INCLUSION | EMPOWERMENT

215 S. Martin Luther King Jr. Blvd. | Suite 100 | South Bend, IN 46601 | p. 574.235.9554 | f. 574.235.5541 | [www.southbendin.gov](http://www.southbendin.gov)



## BUILDING DEPARTMENT

## PLUMBING AND EXCAVATING CONTRACTOR PRE-LICENSING REGISTRATION FORM

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

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

OFFICERS:

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

**\*FOR PLUMBING, THE INDIVIDUAL THAT HOLDS THE LICENSE MUST BE LISTED**

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

BUSINESS ASSOCIATION (check one):

- |   |   |   |
|---|---|---|
| <input checked="" type="checkbox"/> Limited Liability Company (LLC)     | <input checked="" type="checkbox"/> Sole Proprietorship | <input checked="" type="checkbox"/> General Partnership   |
| <input checked="" type="checkbox"/> Corporation                         | <input checked="" type="checkbox"/> S-Corporation       | <input checked="" type="checkbox"/> Nonprofit Corporation |
| <input checked="" type="checkbox"/> Limited Liability Partnership (LLP) | <input checked="" type="checkbox"/> 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:**

<https://inbiz.in.gov/BOS/Home/Index>

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

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## 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**

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