

## Business & Neighborhood Services

1200 Madison Ave, Suite 100

Indianapolis, Indiana 46225

Phone: (317) 327-1291

Email: [Contractors@indy.gov](mailto:Contractors@indy.gov)



## **ELECTRICAL, HEATING & COOLING, AND WRECKING LICENSE REQUIREMENTS**

In order to be eligible to obtain a license for Electrical, Heating & Cooling, and/or Wrecking, an employee of the company must have taken the appropriate required examination and have received approval from the appropriate Trade Board. This employee would be the license holder and qualifying individual for the business. For information on the Trade Boards or becoming a license holder, please contact Lucy West, Trade Board Secretary, at [Lucy.West@indy.gov](mailto:Lucy.West@indy.gov) or 317-327-8467.

Please submit all documentation required for the filing status in which you are applying. The names on all documentation (application, certificate of insurance, bond, and workman's compensation) must read exactly the same. Electrical, Heating & Cooling, and Wrecking licenses expire on December 31<sup>st</sup> of odd-numbered years and are renewable every two years.

### **LICENSE FEES**

License Holders and Corporations/LLC's have *separate* fees and each must fill out a *separate* application. New business and new individual license costs are prorated based on when the licenses are applied for within the license term. Checks can be made payable to "The City of Indianapolis".

- o New Business: (01/01/2018-06/30/2018) \$247.00; (07/01/2018-12/31/2018) \$185.00; (01/01/2019-12/31/2019) \$124.00
- o New Individual: (01/01/2018-06/30/2018) \$377.00; (07/01/2018-12/31/2018) \$283.00; (01/01/2019-12/31/2019) \$189.00
- o Renewals: Business & Individual: \$247.00 **Each**
- o Agents: 1-5 agents no charge, 6 or more agents \$63.00 **each**

### **BUSINESS NAMES AND REGISTRATION**

**Sole Proprietors & Partnerships:** Insured/principal should be listed as the "Owner(s) Name' DBA (doing business as) the Business Name"

DBA's that do not include the surname of the proprietor or partner, must register in the county in which the business originates. Proof of the DBA registration must be submitted with this application. If the county does not record DBA's the contractor should submit a letter stating the county policy.

For DBA's located in Marion County, contact the Marion County Recorder's Office at (317) 327-4020.

**Corporations & LLCs:** Must register with the Indiana Secretary of State at (317) 232-6576 or [www.in.gov/SOS](http://www.in.gov/SOS)

### **APPLICATION**

Must have dated signature of sole proprietor, partner, or officer of the corporation (attesting that information is complete and accurate)

Must list at least one license holder authorized to obtain permits

May list other agents authorized to obtain permits

### **GENERAL LIABILITY INSURANCE CERTIFICATE**

Must have a certificate of insurance with:

- o Minimum of \$500,000 for each occurrence of death or bodily injury
- o Minimum of \$100,000 for each occurrence of property damage
- o **OR** combined single limit coverage which covers both bodily injury and property damage, minimum of \$500,000 per occurrence

Must indicate the policy number or "Binder" (a binder is only valid for 30 days from date of issuance)

Must identify the effective and expiration dates of the coverage

Must name the sole proprietor, partnership, or corporation as the insured

Must indicate coverage for "Electrician", "Heating & Cooling Work", or "Wrecking"

Must not limit coverage to a single job or address

Must name the "Consolidated City of Indianapolis" as Additional Insured. If an endorsement is needed, use ISO CG2036 0413 or equivalent.

- o If an endorsement is listed on the certificate, a copy of the endorsement must be provided.

Must not require a written contract or agreement for additional insured

Must list the City of Indianapolis as Certificate Holder with Department's address

Must notify the Department, in writing, at least 15 days prior to cancellation

### **SURETY BOND OR BOND CONTINUATION CERTIFICATE**

Must be type-written. Hand-written bonds will not be accepted.

Must show the bond number

Must list the name, address, and phone number of the bonding company & insurance agent

Must be in the amount of:

- o \$10,000 for Electrical Contractor
- o \$5,000 for Heating & Cooling Contractor
- o \$30,000 for Wrecking Type A Contractor
- o \$20,000 for Wrecking Type B Contractor
- o \$10,000 for Wrecking Type C Contractor

Must name the "Consolidated City of Indianapolis and/or an Unknown Third Party" as Obligee

Must indicate coverage for an Electrical Contractor, Heating/Cooling Contractor, or Wrecking Contractor

Must be signed by the principal (If partnership, all partners must sign)

Must have the expiration date of 12/31/2019

### **WORKMAN'S COMPENSATION INSURANCE\***

Must carry Workman's Compensation Insurance for workers employed in Indianapolis/Marion County

Must identify the effective and expiration dates of coverage

Must indicate the policy number or "Binder" (a binder is only valid for 30 days from date of issuance)

**\*If you do NOT have employees:**

**LLCs, Partnerships, and Sole Proprietors:** Must complete the Workman's Compensation waiver portion on the business license application

**Corporations:** Due to the nature of a corporation, the owner/principal becomes an employee of the corporation (including Sub-S Corporations). By Indiana State Law, they are required to carry workman's compensation coverage – at least covering the owner/principal. *If there are no employees, you must complete the Workman's Compensation Exemption Certificate Clearance Waiver issued by the State.* Additional information can be found at (317)232-3808 for Indianapolis-based businesses, 800-824-COMP for outside of Indianapolis, or [www.in.gov/WCB](http://www.in.gov/WCB).