



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

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. The date ranges shown below are the date ranges for the prorated amounts, not the terms of the license. All craft licenses will expire 12/31/2019.

Checks can be made payable to "The City of Indianapolis".

- **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
- **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
- **Renewals:** Business & Individual: \$247.00 **Each**
- **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 <https://inbiz.in.gov>.

### **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 that has taken the appropriate required examination. For more information on this, please contact Trade Board Secretary, Lucy West, at [Lucy.West@indy.gov](mailto:Lucy.West@indy.gov) or 317-327-8467.

**May** list other agents authorized to obtain permits

### **GENERAL LIABILITY INSURANCE CERTIFICATE**

Must have a certificate of insurance with:

- Minimum of \$500,000 for each occurrence of death or bodily injury
- Minimum of \$100,000 for each occurrence of property damage
- **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. The additional insured statement **must** be shown on the front/face of the Certificate. If an endorsement is needed, use ISO CG2036 0413 or an equivalent.

- 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:

- \$10,000 for Electrical Contractor
- \$5,000 for Heating & Cooling Contractor
- \$30,000 for Wrecking Type A Contractor
- \$20,000 for Wrecking Type B Contractor
- \$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 <https://www.in.gov/wcb/>.

You may submit all documents via email to [Contractors@indy.gov](mailto:Contractors@indy.gov), mail them to our address at the top of this page, submit them in person, or fax them to 317-327-8401.