

# Kouts Building Department

210 S. Main St., P.O. Box 693

Kouts, IN 46347

Phone: 219-766-3312

Email: [koutstownhall@koutsindiana.org](mailto:koutstownhall@koutsindiana.org)

Fax: 219-766-3029

Office Use Only (edited 01/9/23)

Date Paid: \_\_\_\_\_

Date Expires: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

Year(s) Paid: \_\_\_\_\_

Reg #: \_\_\_\_\_

## Town of Kouts Contractor Registration Application

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Business Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Fax: \_\_\_\_\_

Number of years in business: \_\_\_\_\_ Cell: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

DLN: \_\_\_\_\_ (A photocopy of driver's license is required with application)

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Type Of Contractor: Residential Contractor \_\_\_\_ Commercial Contractor \_\_\_\_ Both \_\_\_\_

Type of Business (check all that apply):

General Contractor \_\_\_\_ Siding \_\_\_\_ Roofing \_\_\_\_ Paving/Asphalt \_\_\_\_ Demolition \_\_\_\_

Signage \_\_\_\_ Electrical \_\_\_\_ HVAC \_\_\_\_ Sewer \_\_\_\_ Deck Installation \_\_\_\_ Other: \_\_\_\_

You may register in person at the Kouts Clerk-Treasurer's Office, 210 S. Main St., Kouts, IN. You may also email your application to [koutstownhall@koutsindiana.org](mailto:koutstownhall@koutsindiana.org), or mail it to - Town of Kouts, P.O. Box 693, Kouts, IN 46347.

The following items must be included in order to process your registration:

1. Signed/Dated Application Form
2. Copy of Driver's License
3. Proof of Insurance, naming the Town of Kouts as Certificate holder (see page 2 for guidelines)
4. Copy of \$5000 bond recorded with Porter County
5. \$100.00 Fee (make checks payable to Town of Kouts, or call our office to pay over the phone)
6. Self-addressed stamped envelope (if paying by mail)

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**Attach a copy of a Certificate of Insurance naming The Town of Kouts as certificate holder, a copy of your \$5000 bond recorded with Porter County (MUST HAVE RECORDER'S STAMP), and a copy of your driver's license.**

Registration shall be on a yearly basis. Contractor licenses expire on December 31<sup>st</sup>. The Town of Kouts does not mail renewal notices. **It is the Contractor's responsibility to renew each year before working in the Town of Kouts.** Failure to do so can result in a fine of up to \$2500 per day. The Contractor is responsible for supplying the Town of Kouts with a current \$5000 recorded bond and a current certificate of insurance. **For new and existing contractors, the annual fee is \$100. However, for current contractors, the renewal fee is \$60 if you pay for the *upcoming* year on or before October 31<sup>st</sup>. Postmark dates will not be considered. Renewals after October 31<sup>st</sup> will be \$100.00.**

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**Insurance** - Each registered entity must provide proof of liability insurance in the amount of not less than \$500,000 for each person, \$100,000 for each accident, and property damage insurance coverage with liability limits of not less than \$500,000, along with workman's compensation insurance coverage on all employees. **Bond** - A \$5000 Bond recorded at the Porter County Recorder's Office (stamped by Porter County). These must be with a reputable and secure surety.

*Town Ordinance 150-03 (C) states the indemnifying bond and insurance coverage shall remain and be maintained in full force and effect so long as licensee continues in business in the town. Lapse of any bond or insurance coverage provided for in this section shall work an immediate automatic suspension of license and license privileges, including suspension of all work in progress, and unless remedied within 15 days, the license shall be revoked.*

The Contractor understands that a permit shall be obtained **BEFORE** beginning construction, alteration or repair of any building or structure. The Contractor is responsible for picking up and/or making sure a permit has been issued. The Contractor is further responsible for insuring any sub-contractors are also registered with the Town of Kouts. Building permits must be clearly displayed on the job site, preferably in the property's front window. It is the responsibility of the contractor to remove all materials, garbage, debris, etc... from the job site in a timely manner and dispose of properly.

*Town Ordinance 51.36 states it shall be unlawful for any person not authorized by the town to tamper with, alter or injure any part of the town waterworks or supply system, or any meter. Ordinance 51.47 states no person, firm or corporation shall make any connection to the waterworks system of the town without the permission of the town.*

Please call for a sewer inspection if you are connecting a new sewer line or making repairs to an existing line. When ready for water service to be started at any location within town limits, the town must first be notified and given a 24-hour notice. You may contact us at 219-766-3312, to schedule a time(s). We are open Mon-Fri 8am-4pm.

The contractor must comply with all applicable State of Indiana and Town of Kouts Building and Municipal Codes. Failure to obtain a license or comply with town ordinances shall result in a written notice and/or a fine of up to \$2500 per day.

**I acknowledge I have read and understand the requirements listed above. I understand by accepting a Contractor's License from the Town of Kouts, the licensee and all employees agree to comply with the conditions listed above.**

\_\_\_\_\_  
Name (Signature)

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Date