

Please Note: Completed application must be submitted no later than one (1) week prior to scheduled testing date, before 12:00PM.!

Licensing Application Form and Instruction Sheets

UNINCORPORATED LAKE COUNTY LICENSING

ORDINANCE NO. 1628

(Replacing Original Ordinance 966-D adopted January 4, 1986)

Passed and Adopted by Lake County Council June 13, 1995

Approved by Contractors Board of Licensing April 23, 1995

**Lake County Licensing Department
Lake County Planning & Building Department
2293 N. Main St.
Crown Point, In 46307**

Phone: (219) 755-3700

TO BE COMPLETED BY YOUR LOCAL ZONING BOARD:

I, the undersigned, verify compliance with local zoning ordinances or other local ordinances for conducting contractor's business at the address cited on my application.

Zoning Official Signature _____ Phone _____

Date _____ (Authorizing Agency) _____

Business Name: _____

Business Address: _____
(City, State, Zip Code)

License Holders Phone #: _____

Procedure for Applying for a Contractors License

(Please read carefully all information in this packet.)

1. Fill out the application for Contractors License as instructed on the attached sheet.
2. Be sure you attached two (2) 2" x 2" colored passport photos of yourself.
3. Notary Seals must be affixed on each of the two Endorsements.
4. Return the completed application with a check or money order payable to the Lake County Plan Commission in the amount of Three Hundred Dollars (\$300.00). The Licensing Board may investigate the statements contained on the application and if any statements are found to be false or untrue, they may refuse to examine, license, or register the applicant. Application must also include **Recorded Cert. of Insurance** and **Recorded Bond**, and if applicable your **Foreign Corporation Papers**.
5. You will be scheduled for an examination or for a registration at the earliest convenience. (Plumbers & Well Diggers who possess a valid Indiana Plumber's License are not required to take a test, but they must be **REGISTERED** with the Licensing Department to perform work in the unincorporated areas of Lake County.
6. **EXAMINATIONS:** You will be notified the day the application is submitted or by mail as to the time, date, and type of examination. The following examinations are "**Open Book Exams**" **General Contractor, Carpentry, Drywall, Insulation, Awning/Canopy, Glass/Glazing, Roofing, Swimming Pools, Masonry, Fire Protection, Fire Sprinklers** the applicant should bring with him or her the code books listed:

Code Books for these tests:

HVAC Exam – 2012 International Mechanical Code First Printing, w/ 2014 Indiana Amendments.

Electrical Exam- 2008 National Elect. Code, First Printing, w/ Indiana Amendments

Swimming Pool Exam - Indiana Swimming Pool Code

Fire Protection and Sprinklers Exams - Indiana Fire Prevention Code (2012 International Fire Code, First Printing, w/ 2014 Indiana Amendments)

All other open book exams - 2020 Indiana Residential Code (2018 International Residential Code, First Printing, w/ Indiana Amendments) and 2012 International Building Code w/ Indiana Amendments.

Lake County Building Code #18 for all open book exams. (Provided with application packet)

All other tests: closed Book

7. **Test Grade:** To qualify for a License, a grade of 76% or better is necessary to pass. You will be notified by mail whether you have passed or failed the examination.
8. Upon notification that you have successfully passed the examination, you shall be required to bring or forward to this office a current **RECORDED** County Unified Contractors Bond and **RECORDED Certificate of Insurance** as per Licensing Ordinance No. 1628 one week prior to the respective Board meeting. **Bond and Insurance must include scope of work.**

Any applicant who fails to qualify for a License as a Contractor or Specialty Contractor may be re-examined at the next succeeding date for examinations. In the event the applicant fails to qualify on 2 successive attempts, he shall be ineligible for re-examination for a period of one year from the date of his last examination.

Instructions for Filling in Contractors License Application form:

IMPORTANT: YOU MUST HAVE THE PARAGRAPH ENTITLED "TO BE COMPLETED BY LOCAL ZONING BOARD" (Front cover of Application) REVIEWED & SIGNED BY YOUR LOCAL PLANNING DEPARTMENT.

1. Applicant's Name (not business name or Owner's Name).
2. Business Name (name of business; can be same as above if the business carries the same name).
3. Business Address (where you can be reached).
4. Federal Tax Number (must be supplied).
5. Type of License (name it); Registration (plumbers only).
6. If Registration, give Number. (must provide copy of your card)
7. Check category or type of License being sought.
8. Specialty - name the type of specialty.
9. Check category and indicate whether an owner, individual, partnership, or corporation.
10. Give names of individuals involved in your company.
11. Application and Examination fee (this is for Office Use Only)
12. Attached copy of two (2) colored photographs measuring 2" x 2".
13. Attach your copy of your **RECORDED Property & Liability Insurance Policy.**
14. Attach copy of your Workman's Compensation.
15. Is Workman's Compensation applicable? (yes or no)
16. Length of service in contracting business in Lake County, Indiana.
17. Name any other Contractors Licenses you carry.
18. If it pertains to you, fill it in.
19. If it pertains to you, fill it in.
20. Is your **RECORDED BOND** in effect? (Check it)
21. Answer this question.
22. Answer this question.
23. Your name – – address , etc.
24. Two Endorsements are necessary – they must be notarized. **Don't Forget Your Notary Seal which must be affixed.**

Fee Schedule for New Contractors Licenses

Application and Examination fee	\$300.00
Retest Examination	\$ 50.00
Contractors Oral Test (Application fee)	\$ 50.00
Contractors approved By Licensing Board Fee	\$100.00
Owners Acting as General Contractors fee	\$50.00

APPLICATION FORM FOR CONTRACTORS LICENSE

1. Applicant/Owners Name _____ Date _____
2. Business Name _____ Phone _____
3. Business Address _____
4. E-Mail Address _____
5. Federal Tax Number _____ Date of Birth _____
6. LICENSE TYPE: NEW _____ Registration No. _____
7. LICENSE TYPE: GENERAL _____ ELECTRICAL _____ HVAC _____ PLUMBER _____
8. SPECIALTY (Type of Specialty) _____
9. Owner _____ Individual _____ Co-Partnership _____ Corporation _____
10. NAMES OF PARTNERS OR CORPORATION OFFICERS (Please List):

_____ Title _____ Phone _____

_____ Title _____ Phone _____

APPLICATION/EXAMINATION FEE	\$ 300.00	Receipt No. _____
RETEST FEE	\$ 50.00	Receipt No. _____
STATE LICENSE/	\$ 50.00	Receipt No. _____
OWNER/OCCUPANT	\$ 50.00	Receipt No. _____
LICENSE FEE	\$100.00	Receipt No. _____

12. Photographs Colored - 2 (two) measuring 2" x 2" ATTACHED _____
13. Copy **RECORDED** Insurance Liability & Property Damage(Contractor) Attached _____
or
Home Owners Builders Risk Insurance Attached _____
14. Copy Workman Compensation Insurance Attached _____
15. APPLICABLE? Yes _____ NO _____
16. How long have you been engaged in Contracting Business in LAKE COUNTY, INDIANA? _____ YEARS _____

Verify and describe in writing jobs contracted in Lake County Indiana for the past year. Please attach any information that can verify the above.

17. Do you now hold any Contractors License? YES _____ NO _____

18. Have you ever been convicted in Indiana or any other state of obtaining money under false pretenses, extortion, forgery, embezzlement, or criminal conspiracy to defraud, filed bankruptcy, or other like offenses? YES _____ NO _____

If yes, explain nature of charge, date of conviction, court and location where convicted, sentence imposed, and explain whether the sentence or disposition has been completed.

19. Are you currently under indictment or charge by information for the offense of any of the above charges? YES _____ NO _____

If yes, explain the nature of the charge and the status of the case.

20. Is your Lake County CONTRACTORS BOND in effect? YES _____ NO _____

21. Do you understand the Unincorporated Lake County, Indiana Building Code – The required Inspections and Required Permits? YES _____ NO _____

22. Do you understand that the Lake County Ordinance 1628 Regarding the Licensing and Registration of Contractors is applicable? YES _____ NO _____

23. In witness whereof, I have hereunto subscribed my name this _____ day of _____, 20_____, in the County of _____, State of _____

(Applicant's Signature)

(Applicant's Address)

(City, State, Zip Code)

s/s:

_____, legal resident of _____ County, State

(Applicants Name)

of _____, having been sworn, or having affirmed before me, declares that he/she is the person described in the foregoing application and that all statements contained in the said answers are true to be the best of his/her knowledge and belief.

S/s

Sworn and subscribed to before me this _____ Day of _____, 20____

In the County of _____, State of _____

Notary Public Signature _____ Comm. Expires _____

24. All applications shall be signed by the applicant or its duly authorized officer and shall be accompanied by a recommendation as to the character and honesty of the applicant from two (2) citizens of this county who are not related to the applicant, or in the case of a corporation, its officer, and who shall be owners of real estate in the county where the applicant proposes to actively engage in the contracting business.

ENDORSEMENT #1

I, the undersigned, do hereby attest that I am a citizen of Lake County and am not related to the applicant or a member of the corporation and that I am an owner of real estate in Lake County, Indiana.

I now reside in _____ County of _____, State of _____, having resided there since _____, 20 ____ and that I am personally acquainted with the applicant herein, and that the answers made by me to the following questions are true to the best of my knowledge and belief.

- a. How long have you been acquainted with the applicant? _____ (Years)*
- b. How long has he/she been engaged in contracting work? _____ (Years)*
- c. Is he honest and of good moral character? Yes _____ No _____*
- d. Would you consider him/her to be qualified? _____*

IN WITNESS WHEREOF, I hereunto subscribe my name this _____ day of _____, 20 ____, County of _____, State of _____

(Printed Name)

(Signature)

(Address)

(City, State, Zip Code)

s/s

OFFICIAL SEAL

(Seal must not be omitted)

SWORN AND SUBSCRIBED To before me this _____ Day of _____, 20 ____, County of _____, State of _____.

(Notary Signature)

(County)

MY COMMISSION EXPIRES _____, 20 ____

ENDORSEMENT #2

I, the undersigned, do hereby attest that I am a citizen of Lake County and am not related to the applicant or a member of the corporation and that I am an owner of real estate in Lake County, Indiana.

I now reside in _____ County of _____, State of _____, having resided there since _____, 20____, and that I am personally acquainted with the applicant herein, and that the answers made by me to the following questions are true to the best of my knowledge and belief.

- a. How long have you been acquainted with the applicant? _____ (Years)*
- b. How long has he/she been engaged in contracting work? _____ (Years)*
- c. Is he/she honest and of good moral character? Yes _____ No _____*
- d. Would you consider him/her to be qualified? _____*

IN WITNESS WHEREOF, I hereunto subscribe my name this _____ day of _____, 20____, County of _____, State of _____

(Printed Name)

(Signature)

(Address)

(City, State, Zip Code)

s/s

OFFICIAL SEAL

(Seal must not be omitted)

SWORN AND SUBSCRIBED To before me this _____ Day of _____ 20____, County of _____, State of _____.

(Notary Signature)

(County)

MY COMMISSION EXPIRES _____, 20____

Applications must be turned in by 12:00PM, one week prior to Testing Date on Schedule.

Insurance and Bond Requirements

All Contractors performing work in the unincorporated areas of Lake County, Indiana are required by State Law and County Ordinance No 1628 to have a Five Thousand Dollar (\$5,000.00) County Unified Bond which must be recorded in the Lake County Recorders Office and a Certificate of Insurance before being submitted with the Contractors Licensing Application Form. **It is necessary to record the County Unified Bond and to record your Certificate of Insurance.**

Areas covered under the insurance requirements are Property Damage and Personal Liability in the amount of Five Hundred Thousand Dollar (\$500,000.00) for each occurrence, or an umbrella form of One Million Dollars (\$1,000,000.00).

Please Note: The Bond Must Read: **The Board of Commissioners of the County of Lake, State of Indiana, and Any Cities and Towns in Lake County, Indiana (Must be RECORDED).**

Please Note: The Certificate of Insurance holder must be:

Lake County Plan Commission
2293 N. Main St.
Crown Point, In 46307

Bond and Insurance MUST state scope of work.

Make Check or Money Orders payable to: Lake County Plan Commission

All meetings of the Lake County Contractors Licensing Board are held the third Friday of every month at 9:00 A.M. unless otherwise noted.

Please Note: All Foreign Corporations must submit a Certificate of Authority from the Indiana Secretary of State. Their phone number is (317) 232-6576. Must be received on same date Application is received, **(one week prior to testing date).**

Plumbers who possess a valid Indiana Plumbers License are not required to take any test, but they must be registered with the Licensing Division of the Lake County Planning & Building Department to perform work in the unincorporated area of Lake County, Indiana. This also applies to Licensed Well Diggers.

Please have your bond corrected – your insurance company should be able to issue a Rider to correct any wording of your recorded bond. Have your insurance company fax a copy of the rider to our office – Riders are not to be recorded. Our fax number is (219)-755-3712 – Attention Cathy or Marye Beth- If you have any questions, please call (219) 755-3700. Thank you.

The following is a list of dates that the Lake County Contractors Licensing and Unsafe Boards will meet in 2026. See list below.

* All paperwork must be turned in by NOON, 1 week prior to Testing date. Licenses not requiring a Test must be turned in by NOON, 1 week prior to Licensing Board Meeting date.

LICENSING BOARD DATES:

Friday, January 16, 2026	9:00a.m.	Comm. Court Room
Friday, February 20, 2026	9:00a.m.	Comm. Court Room
Friday, March 20, 2026	9:00a.m.	Comm. Court Room
Friday, April 17, 2026	9:00a.m.	Comm. Court Room
Friday, May 15, 2026	9:00a.m.	Comm. Court Room
Friday, June 26, 2026	9:00a.m.	Comm. Court Room
Friday, July 17, 2026	9:00a.m.	Comm. Court Room
Friday, August 21, 2026	9:00a.m.	Comm. Court Room
Friday, September 18, 2026	9:00a.m.	Comm. Court Room
Friday, October 16, 2026	9:00a.m.	Comm. Court Room
Friday, November 20, 2026	9:00a.m.	Comm. Court Room
Friday, December 16, 2026	9:00a.m.	Comm. Court Room

UNSAFE DATES:

Friday, January 16, 2026	9:30a.m. (After Licensing Mtg.)	Comm. Court Room
Friday, February 20, 2026	9:30a.m. (After Licensing Mtg.)	Comm. Court Room
Friday, March 20, 2026	9:30a.m. (After Licensing Mtg.)	Comm. Court Room
Friday, April 17, 2026	9:30a.m. (After Licensing Mtg.)	Comm. Court Room
Friday, May 15, 2026	9:30a.m. (After Licensing Mtg.)	Comm. Court Room
Friday, June 26, 2026	9:30a.m. (After Licensing Mtg.)	Comm. Court Room
Friday, July 17, 2026	9:30a.m. (After Licensing Mtg.)	Comm. Court Room
Friday, August 21, 2026	9:30a.m. (After Licensing Mtg.)	Comm. Court Room
Friday, September 18, 2026	9:30a.m. (After Licensing Mtg.)	Comm. Court Room
Friday, October 16, 2026	9:30a.m. (After Licensing Mtg.)	Comm. Court Room
Friday, November 20, 2026	9:30a.m. (After Licensing Mtg.)	Comm. Court Room
Friday, December 15, 2026	9:30a.m. (After Licensing Mtg.)	Comm. Court Room

TESTING DATES:

Friday, January 2, 2026	9:00a.m.	Media Room
Friday, February 6, 2026	9:00a.m.	Media Room
Friday, March 6, 2026	9:00a.m.	Media Room
Friday, April 10, 2026	9:00a.m.	Media Room
Thursday, April 30, 2026	9:00a.m.	Media Room
Friday, June 5, 2026	9:00a.m.	Media Room
Friday, July 10, 2026	9:00a.m.	Media Room
Friday, August 7, 2026	9:00a.m.	Media Room
Friday, September 4, 2026	9:00a.m.	Media Room
Friday, October 9, 2026	9:00a.m.	Media Room
Friday, November 13, 2026	9:00a.m.	Media Room
Friday, December 4, 2026	9:00a.m.	Media Room

LICENSING TESTS

These are open book tests (if required) and you are responsible for providing your own code books. We do NOT allow the use of cell phones, tablets, or laptops during the test. All tests have a 2-hour time limit.

Acoustic Tile 10 General knowledge questions

Asbestos 28 General knowledge questions

Carpentry 25 Questions taken from the 2020 Indiana Residential Code* & the 2012 International Building Code

Concrete/Foundations 10 General knowledge questions

Drywall 15 Questions taken from the 2020 Indiana Residential Code* & the 2012 International Building Code

Electrical 40 Questions taken from the 2008 National Electrod Code
(includes low voltage) (can use the 2009 Indiana Electrical Code)

Excavating 10 Questions taken from the 2020 Indiana Residential Code* & the 2012 International Building Code

Fencing 10 Questions taken from the Lake County Zoning Ordinance
(copies available @
www.lakecountyin.org/departments/planning-commission/ordinances)

Fire Sprinklers 20 Questions taken from the 2012 International Fire Code

Floor Coverings 10 Questions taken from the 2020 Indiana Residential Code* & the 2012 International Building Code and some General knowledge

* May use the 2018 International Residential Code with the 2020 Indiana Amendments

These are open book tests (if required) and you are responsible for providing your own code books. We do NOT allow the use of cell phones, tablets, or laptops during the test. All tests have a 2-hour time limit.

<u>General Contractor</u>	40 Questions taken from the 2020 Indiana Residential Code* & the 2012 International Building Code
<u>Glass & Glazing</u>	25 Questions taken from the 2020 Indiana Residential Code* & the 2012 International Building Code
<u>House Movers</u>	10 General knowledge questions
<u>HVAC</u>	40 Questions taken from the 2020 Indiana Residential Code* & the 2012 International Mechanical Code
<u>Insulation</u>	25 Questions taken from the 2020 Indiana Residential Code* & the 2012 International Building Code
<u>Masonry/Bricklaying</u>	40 Questions taken from the 2020 Indiana Residential Code* & the 2012 International Building Code
<u>Ornamental Iron Works</u>	10 General knowledge questions
<u>Overhead/Garage Doors</u>	15 General knowledge questions
<u>Painting/Decorating</u>	10 General knowledge questions
<u>Paving/Asphalt/Blacktopping</u>	10 General knowledge questions
<u>Plumbing</u>	No test – State Licensed Plumber
<u>Roofing</u>	40 Questions taken from the 2020 Indiana Residential Code* & the 2012 International Building Code
<u>Septic</u>	20 General knowledge questions
<u>Sewer</u>	20 General knowledge questions
<u>Sign Installation</u>	10 General knowledge questions

* May use the 2018 International Residential Code with the 2020 Indiana Amendments

These are open book tests (if required) and you are responsible for providing your own code books. We do NOT allow the use of cell phones, tablets, or laptops during the test. All tests have a 2-hour time limit.

Steel Erectors 20 General Knowledge Questions

Swimming Pools 25 Questions from the 2020 Indiana Residential Code* & the Indiana Swimming Pool, Spa, and Water Attraction Code

Tower Erectors 5 General knowledge questions

Waterproofing 10 Questions taken from the 2020 Indiana Residential Code* & the 2012 International Building Code

* May use the 2018 International Residential Code with the 2020 Indiana Amendments

Licensing with no written tests

Caissons

Sea Walls

Demolition

Tree Trimming

Gutters/Aluminum Work

Underground Tanks

House Setting

Well Drilling

Landscaping

Current Building Codes

Note: Code Books can be obtained through the **International Code Council (ICC)**
<https://www.iccsafe.org/> or call 1(888) 422-7233 Ext. 33801. Or the **AIA Indiana Bookstore**
<https://www.aiaindiana.org/> or call 1 (800) 365-2724

Indiana Building Code (2014 Indiana Building Code)
Based on : 2012 International Building Code, First Printing with 2014 Indiana Amendments
Effective December 1, 2014

Indiana Residential Code (2020 Indiana Residential Code)
Based on: 2018 International Building Code (1st Printing) with Indiana Amendments
Effective December 26, 2019

Indiana Electrical Code (Indiana Electrical Code, 2009 Edition)
Based on: 2008 National Electrical Code (1st Printing) with Indiana Amendments
Effective August 26, 2009

Indiana Mechanical Code (2014 Indiana Mechanical Code)
Based on: 2012 International Mechanical Code with 2014 Indiana Amendments
Effective December 1, 2014

Indiana Plumbing Code (2012 Indiana Plumbing Code)
Based on: 2006 International Plumbing Code, Second Printing
Effective December 24, 2012
* Only available electronically through the International Code Council's website

Indiana Swimming Pool Codes
Indiana Swimming Pool Code, Spa and Water Attraction Code Third Edition
Effective April 24, 2011
* Residential Swimming Pools Code is found in the Indiana Residential Code

Indiana Safety Code for Elevators, Escalators, Manlifts and Hoists Based on ANSI/ASME, Effective
January 2, 2003. ANSI/ASME A17.1, 2017, as amended

Indiana Fire Prevention Code Base on: 2012 International Fire Code (First Printing), with 2014 Indiana
Amendments

Indiana Supplementary Fire Safety Rules (675-IAC-24 SFSR)

Indiana Fuel Gas Code (675-IAC-25 IFGC) Based on; 2012 International Fuel Gas Code (Second Printing),
with 2014 Indiana Amendments

Contractors Licensing Ordinance No. 1628

Unincorporated Lake County , Indiana

(Replacing Original Ordinance 966-D adopted January 4, 1982)

Amended through August 2010

Sections 3-1 p., License Application

Section 3-1-1 e., Annual License Renewal

Sections 3-2 o., and 3-2 p., Violation and Enforcement Procedures

Section 4-1 c., Exceptions - Exclusions
(Amended September 2006)

Approved by Lake County Council
June 13, 1995

Approved by Contractors Board of Licensing
April 23, 1995

LAKE COUNTY PLAN COMMISSION
Planning & Building Department
2293 North Main Street
Crown Point, Indiana 46307

PHONE (219) 755-3700 - 3701 - 3702

CONTRACTORS LICENSING ORDINANCE NO. 1628

UNINCORPORATED LAKE COUNTY CONTRACTORS BOARD OF LICENSING

An Ordinance creating a Contractors Board of Licensing in the unincorporated areas of Lake County, Indiana, setting forth the procedures and requirements, and establishing fines and penalties for any violation(s) thereof.

SEC. 1-1 PURPOSE

The purpose of this Ordinance is to regulate contractors to ensure compliance with ordinances and rules and regulations governing business in Lake County, Indiana to improve the health, safety, convenience and welfare of the citizens.

SEC. 1-2 DEFINITIONS

This Ordinance is intended to be gender neutral and equally applicable to all persons so that if the masculine or feminine gender of a word is used it should be interpreted to mean both sexes. As set forth in this Ordinance, the following definitions shall apply unless expressly denoted otherwise:

a. CONTRACTOR

Means any person, except a licensed architect or registered professional engineer, who in any capacity, other than as the employee of another for wages as the sole compensation, undertakes to construct, repair, move, wreck, or demolish any structure. The term includes a subcontractor or specialty contractor, but does not include a person who only furnishes materials or supplies.

b. SPECIALTY CONTRACTOR

A Contractor who specializes in a particular branch of the building construction industry and who shall be licensed in his specialty pursuant to the terms of this Ordinance in order to work in the specific field in which he is licensed.

c. BUSINESS ENTITY

Shall mean an individual, sole proprietorship, firm, partnership, limited partnership, corporation, or any other form of unincorporated enterprise.

d. **LICENSE**

A Certificate issued by the Board established pursuant to this Ordinance which confers upon the holder the privilege to perform as a Contractor or Specialty Contractor in the unincorporated areas of Lake County, Indiana.

e. **BOARD**

The Board as herein referred shall mean "The Unincorporated Lake County Contractors Board of Licensing".

f. **MAINTENANCE PERSON**

Means an individual who is employed on a permanent basis to keep the premises of a business establishment in good repair.

g. **DIRECTOR**

Director of the Lake County Plan Commission.

SEC. 2-1

BOARD

The Unincorporated Lake County Contractors Board of Licensing is hereby created. This Board shall have general charge and responsibility of administering this Ordinance. The title of this Board is as follows: "Unincorporated Lake County Contractors Board of Licensing".

SEC. 2-2

DUTIES AND POLICIES

It shall be the duty and policy of the Board to:

- a. Prescribe the form of Licenses and issue same, and to investigate and supervise all Licenses it issues;
- b. Issue Contractor and Specialty Contractor Licenses to any business entity who meets the requirements and complies with the provisions of this Ordinance.
- c. It shall be the responsibility of this Board to adopt and promulgate rules and regulations for conduct of its business consistent with the guidelines and provisions of this Ordinance and do all things necessary to carry out and enforce the provisions of this Ordinance.

- d. The Secretary shall call all meetings of the Board as directed by the Board Chairman. Sufficient notice shall be given to permit each Board member to attend all meetings. Four (4) members in attendance at Board meetings shall constitute a quorum sufficient for the transaction of the Board's business. A majority vote of all members in attendance shall be required to bind the Board.

SEC. 2-3

BOARD COMPOSITION

This Board shall consist of seven (7) members to be appointed as follows:

1. **LAKE COUNTY COMMISSIONERS** shall appoint one (1) member from the Board of Commissioners of Lake County to serve on this Board;
2. **LAKE COUNTY COUNCIL** shall appoint one (1) member from the Lake County Council to serve on this Board;
3. **THE DIRECTOR OF THE LAKE COUNTY PLAN COMMISSION**, or his designated agent, by virtue of his office, shall serve as a voting member on the Board as long as he serves in his capacity as Director of the Lake County Plan Commission.
4. **FOUR (4) CITIZEN MEMBERS** shall be appointed as follows:
 - a. Three (3) citizen members of this Board shall be appointed by the Lake County Council and One (1) citizen member shall be appointed by the Lake County Board of Commissioners.

These four (4) citizen members shall be residents of Lake County, Indiana, and they shall be actively engaged in the Building Construction Industry for not less than two (2) years immediately prior to appointment.

In addition, said citizen members shall be representatives of the Building Construction Industry as follows:

One (1) shall be representative of the Building Construction Industry;

One (1) shall be representative of the Electrical Construction Industry;

One (1) shall be representative of the Plumbing Construction Industry;

One (1) shall be representative of the Heating, Air-Conditioning and Sheet Metal Workers Industry.

5. All seven (7) members of this Board shall be entitled to vote on all issues pertaining to the functions of this Board;

6. Upon initial passage of this Ordinance, the four (4) citizen members appointed to this Board by the Lake County Council and the Lake County Commissioners shall serve the following terms:

The One (1) citizen member appointed by the Lake County Commissioners shall serve a term of one (1) year;

One (1) citizen member appointed by the Lake County Council shall serve a term of one (1) year;

Two (2) citizen members appointed by the Lake County Council shall serve a term of two (2) years.

7. Appointments thereafter shall be staggered and shall be for a term of two (2) years. Each term of two (2) years shall begin January 1st and end (or expire) on December 31st of each respective member's term. Members whose term ends or expires shall continue to serve until an appointment is made to replace them.
8. One of the seven (7) Board members shall be elected to serve as Chairman at the first meeting of each calendar year to serve as Chairman until the next election. A member can serve as Chairman for as many terms as he is elected. The Board may elect such other officers when and how it deems necessary.

SEC. 3-1

LICENSE APPLICATION

- a. Except as otherwise provided in this Ordinance, any business entity which conducts business in unincorporated Lake County, Indiana as a Contractor or Specialty Contractor is required to be licensed by the Board. Any business entity which satisfies all the requirements of this Ordinance shall be issued a License by the Board.
- b. A business entity attempting to obtain a License as a Contractor or Specialty Contractor shall file a written application on forms supplied by the Board and shall include exhibits, material and information required and specified on said forms. All forms are approved at the discretion of the Board and may be updated from time-to-time with the approval of the Board.

- c. The application shall be filed on behalf of the business entity and shall also contain the name of, and be signed by, the individual who manages said business. Where a License is issued, authority to transact business there as a Contractor or Specialty Contractor shall be limited to one (1) individual named in the application and the License as the License Holder. In the event the License Holder leaves the business entity, the License becomes null and void.
- d. All applications shall also be signed by the individual designated as the License Holder and shall be accompanied by a recommendation as to the character and honesty of the applicant from two (2) residents of this county who are not related to the applicant, or in the case of a corporation, to its officers.
- e. Every application shall be accompanied by two (2) recent passport type photographs of the License Holder (size 2 inch x 2 inches).
- f. Upon the filing of an application, the Board shall investigate the information contained therein and, if any such information is found to be untrue, may refuse to examine or license the applicant.
- g. Except as hereinafter provided, all applicants for a License shall submit to and pass an oral interview and written examination. The contents of the examination herein required shall be developed and adopted by the Board or other independent testing agency and shall test the level of skill of the potential License Holder in the field in which the License is sought. Plumbers who possess a valid Indiana Plumbing Contractor's License are not required to take a written test, but must be licensed by the Board to perform work in the unincorporated areas of Lake County, Indiana. In addition to Plumbing Contractor's, this also applies to other professions that are required to pass examinations and be licensed by the Indiana Professional Licensing Agency.
- h. Upon receipt of application and proof of fee payment as prescribed in this Ordinance, it shall be the duty of the Board to set a date for examination and to notify the applicant(s) in writing at least five (5) days before such examination.
- i. Any applicant who fails to qualify for a License as a Contractor or Specialty Contractor may be re-examined at the next succeeding date for examinations. But, in any event, any applicant who fails to pass the written examination on two (2) successive attempts shall be ineligible for re-examination for one (1) year subsequent to the date of the last examination he failed to pass.

- j. Before a License is issued by the Board to any applicant, I.C. 22-11-3.1 et. seq. requires the applicant to file a Unified License Bond with the Lake County Recorder's Office in the amount of Five Thousand Dollars (\$5,000.00). The Bond shall be issued by a surety authorized to do business in Indiana and be conditional upon the observance of the Ordinances, Regulations and Laws of the County of Lake and the State of Indiana relative to Contracting, Building, Zoning, and Construction.
- k. All applicants and Licensees shall provide to the Board proof of liability insurance for Property Damage and Personal Injury in the amount of not less than Five Hundred Thousand Dollars (\$500,000.00) for each occurrence, or an annual Umbrella Policy of One Million Dollars (\$1,000,000.00) before a License can be issued or renewed.

Such a Certificate of Insurance or insurance policy shall be filed with the Lake County Plan Commission after said Certificate of Insurance or insurance policy is filed with the Lake County Recorder in the same manner as the County Unified Bond.

If, during the term of a License, such insurance certificate or policy expires, is revoked, rescinded, canceled or coverage is otherwise terminated or if the insurance company ceases doing business, goes bankrupt, is placed in receivership or there is other reason to believe it will not be able to meet its obligations the License for which it has been obtained shall be deemed immediately suspended until such time as a new certificate or policy is recorded and filed with the Plan Commission. Any applicant, Licensee or License Holder who fails to notify the Board of any such problems with his insurance policy, certificate or company of which he is aware shall be subject to punishment by the Board including, but not limited to, suspension, revocation of the License, fine, permanent ineligibility for obtaining any License from the Board.

- l. If an applicant fails to appear for their oral interview (after proper notification) at two successive regularly scheduled Board meetings, his application will become void. If his license becomes void, in order to receive a license the applicant must apply as if he were making an initial application. Under this provision, voiding an applicant's license forfeits the original application and testing fees and any passing grade received on an examination.
- m. A License issued by the Board is valid until the contractor to whom the License was issued fails to perform any work under that License

for a period of five (5) years, in which case the License expires. If a contractor allows his license to expire, he shall be required to apply for a new license (as if he were making an initial application). Prior to the five year period (after which a license expires), a contractor may validate his license by paying all required periodic renewal fees to bring his license up to date. For example, a contractor receives a license for the 1990 calendar year and does not renew his license after 1990. In July of 1995 the same contractor is awarded a bid for a job under the jurisdiction of this Ordinance. He may then renew his license by paying required license fees for 1991, 1992, 1993, 1994 and 1995, in addition to other provisions and requirements of this Ordinance (e.g. current liability insurance).

- n. If a Contractor who is issued a License by the Board allows his License to expire, he is required to apply for a new License.
- o. Upon receipt of an application for a License from an applicant, the Board shall make such investigation as it deems necessary to determine the fitness of the applicant for his License. In the event the Board determines after said investigation that a question exists as to whether the application for a License under consideration should be approved, it shall so advise the applicant and he shall, thereafter, within thirty (30) days show cause to the Board why his License should be approved. The Board shall issue a written decision after reviewing the evidence submitted by the applicant and, if the decision is to deny the renewal, the Board shall state in the written decision the reason(s) for denial.
- p. **The fee for Licenses shall be as follows:**
 - 1. **An application and processing fee of Fifty Dollars (\$50.00) and initial examination fee of Two-Hundred Fifty Dollars (\$250.00) shall accompany an application for any contractor or specialty contractor license;**
 - 2. **If a subsequent (or second) exam is necessary because of failure of the initial exam, an examination fee of Fifty Dollars (\$50.00) shall be required prior to scheduling of a second examination;**
 - 3. **An additional fee of One Hundred Dollars (\$100.00) shall be required for the initial issuance of a License.**
- q. All fees assessed and collected pursuant to this Ordinance shall be paid into the Lake County Plan Commission, and shall be credited to the County General Fund.

- r. All construction work in progress on the effective date of the original passage of this Ordinance shall be allowed to be completed without the issuance of a License.
- s. In the event a Licensee or License Holder shall have been convicted of a felony for extortion, forgery, embezzlement, or criminal conspiracy to defraud, or other like offense indicative of dishonesty, and a duly certified or exemplified copy of the record in the proceeding is filed with the Board, the Board shall revoke the License.

SEC. 3-1-1

ANNUAL LICENSE RENEWAL

- a. All Licenses expire at midnight, December 31st of each year unless the Licensee or License Holder renews the License prior to expiration and pursuant to the terms of this Ordinance.
- b. Upon receipt of an Application for Renewal of a License from an applicant and upon satisfactory evidence of compliance with Paragraphs d. and e. of this Section, the Director or his designated agent shall make such investigation as deemed necessary to determine the fitness of the applicant for renewal of his License. In the event the Director or his designated agent determines, after said investigation, that the application under consideration should be approved, the Director or his designated agent shall issue a License Renewal and so inform the Board. However, in the event the Director or his designated agent determines, after said investigation, that a question exists as to whether the Application for Renewal should be approved, he shall so advise the applicant and Board. The applicant shall, within thirty (30) days show cause to the Board the reason(s) his License should be renewed. The Board shall issue a written decision after reviewing the evidence submitted by the applicant and Director or his designated agent and, if the decision is to deny the renewal, the Board shall state in the written decision, the reason(s) for the denial.
- c. Upon receipt of an Application for Renewal of a License from an applicant who, during the preceding licensed period, has been found by the Board to have violated any of the provisions of this Ordinance or any rules or regulations promulgated by the Board, the Board shall make or direct to have made such investigation as it deems necessary to determine the fitness of the applicant for renewal of his License. In the event the Board determines after said investigation that a question exists as to whether the Application for Renewal under consideration should be approved, it shall so advise the applicant and

he shall, thereafter, within thirty (30) days show cause to the Board why his License should be renewed. The Board shall issue a written decision after reviewing the evidence submitted by the applicant and, if the decision is to deny the renewal, the Board shall state in the written decision the reason(s) for the denial.

- d. Annual Continuation Certificates or other document(s) necessary to maintain insurance required by this Ordinance shall be filed with the Lake County Plan Commission after said insurance is filed with the Lake County Recorder. Said Continuation Certificates or other documents shall be filed with the Lake County Plan Commission in such timely manner to provide evidence necessary for License renewals under this Section of the Ordinance.
- e. There shall be a License Renewal fee of Fifty Dollars (\$50.00) and a processing fee of Twenty-Five Dollars (\$25.00) accompanying every annual License Renewal Application.
- f. No License shall be renewed during any period a Licensee or License Holder is under citation by the Board for violation of any of the provisions of this Ordinance or any rules or regulations promulgated by the Board; however, the Board, at its discretion, may temporarily extend the applicant's current License for a period, or periods of time, not to exceed thirty (30) days, or until the violation is heard by the Board.

SEC. 3-2

VIOLATIONS AND ENFORCEMENT PROCEDURES

All Licensees and Holders shall abide by all applicable Codes, Ordinances and Laws of Lake County and the State of Indiana, or any rules or regulations promulgated pursuant thereto. The Board may, upon its own motion, and shall, upon the verified written complaint setting forth specifically the wrongful action or acts complained of, investigate any action, acts or business transaction of a License Holder or Licensee and shall have the power to suspend a Licensee, or revoke a License, if after due proceedings as herein provided, it shall find the License Holder or Licensee to be guilty of any of the following prohibited acts or conduct:

- a. Willful and deliberate disregard of the applicable Building and Zoning Construction Codes, Ordinances and Laws of Lake County and the State of Indiana, or any regulations promulgated pursuant thereto.
- b. Knowingly aiding or abetting any person or entity to evade the provisions of this Ordinance or regulations promulgated pursuant thereto.

- c. Knowingly combining or conspiring with a person or entity with the intent to evade the provisions of this Ordinance or rules and regulations thereto.
- d. Acting in the capacity of a Licensed Contractor or Specialty Contractor by falsely using a License issued in the name of another Licensee or License Holder.
- e. Diversion of funds or property received for a specified construction project or operation where, as a result of the diversion, the Contractor is or will be unable to complete or fulfill the terms of his obligation or contract.
- f. Conviction of a felony for obtaining money under false pretenses, extortion, forgery, embezzlement, criminal conspiracy to defraud or other like offense, and if a duly certified or exemplified copy of the record of conviction in the proceeding is filed with the Board, the Board shall revoke the License.
- g. Paying compensation in money or other valuable consideration to any person or entity other than a Licensed Contractor for rendering services or doing any act required by this Ordinance to be performed by a Licensed Contractor.
- h. A violation of any provision of this Ordinance by an agent or employee of any Licensed Contractor approved by the Contractor. For the purpose of the preceding sentence, a course of conduct shown to have been consistently followed by an agent or employee shall constitute prima facie evidence of approval by the Contractor.
- i. Any business entity or its designated agent or representative aggrieved by any action by the Board in suspending, revoking, or failing to issue or renew a License may seek judicial review by the Circuit Court of Lake County.
- j. Where the issues involved in judicial proceedings are pertinent to an inquiry before the Board, the verdict or judgment of the court in such proceeding shall be prima facie evidence of the existence of all facts at issue in the proceedings and necessarily adjudicated therein.
- k. The verdict, in any criminal prosecution in any court of record of which the Applicant, Licensee, or License Holder was the defendant, shall be conclusive as to the facts charged and at issue in such prosecution.

- l. After the revocation of any License, no new License shall be issued to the same Licensee or License Holder within a period of at least one (1) year subsequent to the date of revocation.
- m. Whenever any Contractor's License issued under the provisions of this Ordinance is revoked by the Board, the Board shall deliver the Bond of the offending Licensee to the County Attorney who shall institute proceedings to forfeit the Bond.
- n. Whenever someone who's License has been revoked applies for a License, it shall be treated and handled as an initial application except as to the requirement of Subsection l. above.
- o. When any business entity, or a duly authorized agent or representative of such, acts as a Contractor without first obtaining a License, or any individual or entity continues to act as a Contractor after his License has been suspended or revoked, such entity shall be guilty of violating this Ordinance and be subject to an immediate fine or penalty in the amount of Five Hundred Dollars (\$500.00). This fine or penalty is in addition to any fine or penalty imposed as a judgment from any litigation initiated to bring the violator into compliance. Also, the business entity, or a duly authorized agent or representative of such shall immediately initiate an application to become a Contractor or Subcontractor under the provisions of this Ordinance and cease all work until such time as their License is issued.

If such business entity, or a duly authorized agent or representative of such refuses to comply with the procedure stated above or allows more than thirty (30) days to pass without paying the immediate fine of Five Hundred Dollars (\$500.00) and making application to become a duly licensed contractor under these provisions, the Director or his duly appointed representative shall, in the name of the Lake County Plan Commission, bring an action in the Circuit or Superior Courts of Lake County, Indiana for mandatory and injunctive relief in the enforcement of, and to secure compliance with any order or orders issued by the Board, Director, or a duly appointed representative of the Director, and any such action may be joined with an action to recover the penalties provided for in this Ordinance.

- p. Any person or entity violating any provision of this Ordinance or refusing a lawful order issued by the Board or Director, or a duly appointed representative of the Director, shall be fined an additional penalty (over and above the Five Hundred Dollars (\$500.00) identified as the immediate fine or penalty provided in Section o.

above) in any sum not less than One Hundred Dollars (\$100.00) nor more than Three Thousand Dollars (\$3,000.00) in addition to any court costs or other fees incurred. Each day of such unlawful activity shall constitute a separate offense.

SEC. 4-1

EXCEPTIONS-EXCLUSIONS

This Ordinance does not apply to the following:

- a. An authorized employee of the United States, the State of Indiana, County of Lake, or any political subdivisions thereof, so long as the employee does not hold himself out for hire and is acting within the scope of his employment.
- b. Public Utilities, where construction, maintenance, and development work performed by their own employees and incidental to their business.
- c. The owner and occupant (in the case of a new single-family dwelling unit) when said owner/occupant is himself/herself alone constructing, installing, altering, remodeling, repairing or building the residential unit he/she occupies or will occupy. The term owner and occupant is intended to mean that the individual or individuals who enter into this endeavor will reside in the single-family dwelling unit they construct, install, alter, remodel, repair or build. This exclusion shall only be available after the owner and occupant files and application under Section 3-1, items a. through s., the same as any business entity, except that the required written examination under this exclusion is not required. This exclusion shall not be available more than one time every seven (7) years when applied to construction of a new residence. No license may be issued to an owner/occupant under this exclusion, but all other requirements under Section 3-1, including a Unified License Bond, proper insurance, and oral interview are required. If any owner/occupant determines they cannot alone, themselves, complete their construction, installation, alteration, remodel or repair, any additional business entity hired to complete any portion of the construction, installation, alteration, remodel or repair must hold a valid Contractors License as described under this Ordinance.
- d. Any construction, alteration, improvement or repair of improvements located on any site and project where state and federal law supersedes this Ordinance.
- e. Any individual who is employed or acts as a maintenance person as

that term is defined in this Ordinance at his place of employment.

SEC. 5-1 ENFORCEMENT

Nothing in this Ordinance shall limit the power of a political subdivision to regulate the quality and the character of work performed by Contractors through the enforcement of building codes and inspections within its boundaries.

State Licensed Plumbers and Well Diggers shall pay a fee as prescribed by this Ordinance for a License authorizing them to perform work in the unincorporated areas of Lake County, Indiana.

SEC. 6-1 IDENTIFICATION

Every original License shall be openly displayed at the Licensee's principal business office and a copy of every Contractor's or Specialty Contractor's License(s) shall be visibly posted and easily accessible for inspection on each and every job site where they work.

SEC. 7-1 COMPLIANCE With Requests and Directives/Punishment

If an Applicant, Licensee, or License Holder willfully and voluntarily fails to comply with any reasonable request or directive of the Board, Director, or his appointed representative, such failure may, at the reasonable discretion of the Board, be sufficient ground for denial, suspension, or revocation of a License.

SEC. 8-1 AUTHORIZATION TO ENACT RULES AND REGULATIONS

The Contractors Board of Licensing in Lake County, Indiana is hereby authorized and empowered to adopt, fix, and establish all rules and regulations necessary for the proper administration of the provisions of this Ordinance.

SEC. 9-1 SEVERABILITY

If any of the provisions of this Ordinance, or the application thereof to any individual, business entity and/or institution or circumstance are invalid, such invalidity shall not affect other provisions of this Ordinance which can be given effect without the invalid provisions or application, and to this end, the provisions of this Ordinance are declared to be severable.

Hereby Approved by the County Council of Lake County, Indiana this 13th day of June, 1995.

LAKE COUNTY COUNCIL

s/s:

Robert Crossk, President

**John Aguilera
Morris Carter
Troy Montgomery**

**Larry Blanchard
Frances DuPey
Lance Ryskamp**

**Approved by Lake County Contractors Licensing Board
June 6, 1995.**

CONTRACTORS LICENSING BOARD

s/s

Commissioner Ernest Niemeyer

**Paul Hernandez
David Soderquist**

**Alan Vandermeer
Robert Targett**

Councilman Larry Blanchard

Amendment #2155, Section 4-1-c. approved September 12, 2006.

Amendment #2312, Section 3-1 p., Section 3-1-1 e., Section 3-2 o., and 3-2 p. approved August 10, 2010

Building Code No. 18

Unincorporated Lake County, Indiana

*Approved by Fire Prevention & Building Safety Commission
of the State of Indiana on April 5, 1988*

*Amended through September 2006
Ordinance 18A-1
Section 12, Permit Validity and Section 15, Inspections*

Lake County Plan Commission
Planning & Building Department
2293 North Main Street
Crown Point, Indiana 46307

Phone: (219) 755-3700, 755-3701

24 HOUR ANSWERING SERVICE: (219) 755-3702

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UNINCORPORATED LAKE COUNTY BUILDING CODE

LAKE COUNTY PLAN COMMISSION - STATE OF INDIANA

PREFACE:

An Ordinance regulating the construction, alteration, repair, location and use of buildings and structures in the unincorporated part of the County of Lake, State of Indiana, providing for the issuance of permits, therefore providing penalties for the violation thereof; and repealing all ordinances or amendments and parts of ordinances or amendments in conflict therewith.

SECTION 1. TITLE.

This Ordinance and all ordinances supplemental or amendatory hereto, shall be known as the "**Unincorporated Lake County Building Code, State of Indiana**", may be cited as such, and will be referred to herein as "**this code**".

SECTION 2. PURPOSE.

The purpose of this Code is to ensure that minimum standards are provided for the protection of life, limb, health, environment, public safety and welfare, and for the conservation of energy in the design and construction of buildings and structures.

SECTION 3. AUTHORITY.

The Lake County Plan Commission shall administer and enforce all of the provisions of this Code. Wherever in the building regulations it is provided that anything must be done to the approval of or subject to the direction of the Lake County Plan, this shall be construed to give such officer only the discretion of determining whether the rules and standards established by ordinance have been complied with and shall not be construed as giving the department discretionary powers to decide what such regulations, codes or standards shall be, or the power to require conditions not prescribed by ordinance or to enforce ordinance provisions in an arbitrary or unlawfully discriminating manner.

SECTION 4. SCOPE.

The provisions of this Code apply to the construction, alteration, repair, use, occupancy, maintenance and additions to all buildings and structures in the unincorporated areas of the County of Lake, State of Indiana.

SECTION 5. ADOPTION OF REGULATIONS BY REFERENCE.

- A. The following rules, regulations and codes are hereby adopted by reference as the rules and regulations governing the construction and alterations of buildings and structures in the unincorporated areas of the County of Lake, State of Indiana, and shall include later amendments to these articles as the same are published in the Indiana Register or in the Indiana Administrative Code with effective dates as fixed therein.

1. Indiana Building Code (675-IAC-13 IBC)
Based on: *2012 International Building Code* (1st printing) with 2014 Indiana Amendments, Effective December 1, 2014
2. 2020 Indiana Residential Code: (675 IAC 14-4.4-1)
Based on: 2018 International Residential Code (1st printing) with Indiana Amendments, Effective December 26, 2019
3. Industrialized Building Systems: (675-IAC-15 ISB)
Effective May 15, 2003
4. Indiana Plumbing Code 2012 edition
2006 International Plumbing Code 2nd ed. amended Indiana 2012.
Effective December 24, 2012
5. Indiana Electrical Code: (675-IAC-17 IEC)
Based on: *2008 National Electrical Code* (1st printing) with Indiana Amendments, Effective August 26, 2009 Fire & Building Safety Commission 675 IAC 17-1.8-1
6. Indiana Mechanical Code: (675-IAC-18 IMC)
Based on: *2012 International Mechanical Code* (1st Printing) with 2014 Indiana Amendments, Effective December 1, 2014.
7. Indiana Energy Conservation Code 2010 (ASHRAE 90.1 2007 edition, as amended)
Effective 5-6-10
8. Indiana Swimming Pool Code
Indiana Swimming Pool, Spa and Water Attraction Code, Third edition
Effective April 24, 2011.
9. Indiana Safety Code for Elevators, Escalators, Man lifts and Hoists: (675-IAC-21 SCEEMH)
Based on: ANSI/ASME, Effective January 2, 2003. ANSI/ ASME A17.1, 2007, as amended *New Elevator Safety Code* and related rules, under LSA Doc. #09-871, will be effective on April 13, 2011.
10. Indiana Fire Prevention Code: (675-IAC-22-IFC)
Based on: *2012 International Fire Code*, (1st printing), with 2014 Indiana Amendments, Effective December 1, 2014
11. Indiana Supplementary Fire Safety Rules: (675-IAC-24 SFSR)
Effective May 17, 2003.
12. Indiana Fuel Gas Code: (675-IAC-25 IFGC) Based on: 2012 International Fuel Gas Code (2nd Printing), With 2014 Indiana Amendments Effective December 1, 2014

- B. Copies of this code and rules, regulations, and codes adopted herein are on file as required by law in the Office of the Director of the Lake County Planning & Building Department.

SECTION 6. ORGANIZATION AND ENFORCEMENT.

- A. There is hereby established for the unincorporated areas of Lake County, Indiana, Planning and Building Department, as a division of the Lake County Plan Commission, which shall be administered by the Director of the Lake County Plan Commission and his duly appointed representatives.
- B. The Director shall submit a report to the Lake County Board of Commissioners not less than once a year covering the work of the Department during the preceding period since his last report. The Director shall keep a permanent, accurate accounting of all fees and other monies collected and received under this Code, the names of the persons upon whose account the same were paid, the date and amount thereof, together with the location of the building or premises to which they relate.

SECTION 7. PERMITS REQUIRED.

- A. A permit issued pursuant to this Code shall be obtained before beginning construction, alteration, repair, or maintenance of any building or structure in the unincorporated areas of the County of Lake or before causing the same to be done. A separate permit must be obtained for each building or structure.
- B. All permits shall be numbered consecutively each year starting with the last two numbers of the year, e.g. 92-01, 92-02, 92-03, etc.
- C. All plans for buildings constructed under the authority of the Department of Fire and Building Services of the State of Indiana must be filed with said Department. No permits shall be issued hereunder until a copy of a **Release for Construction** issued by the Department of Fire and Building Services is received by the Lake County Plan Commission.

SECTION 8. APPLICATION FOR PERMITS.

- D. No permits shall be issued for the foregoing purposes, unless the application for such permit is accompanied by a plat or sketch of the proposed location showing lot boundaries, legal description of the property, plans and specifications showing the work to be done, and all of the information that may be required by the Department pertaining to such project.
- E. If additional work is required or changes made that are not covered in full in the original application, the applicant shall submit additional application, or at the discretion of the Director, modify the original application to conform to the requirements of the department before any actual work is begun or continued.
- F. Any errors or omissions in the plans or specifications that do not comply with the intent of this Code shall be corrected on site.
- G. The application for a Permit shall be notarized.

SECTION 9. OTHER ORDINANCES.

- A. All work done under any permit issued hereunder shall be in full compliance with all other laws and ordinances pertaining thereto.
- B. Where any work, clause, phrase, sentence, section or part of this Code conflicts with any other adopted Ordinance of Lake County, Indiana, the most applicable shall apply, as determined by the Director of the Lake County Plan Commission shall determine which shall be applied.

SECTION 10. BASIS FOR ESTIMATED CONSTRUCTION VALUATION.

The estimated construction value is determined by utilizing the Building Valuation Data provided by ICBO's Building Standard Magazine. Copies of this material are available upon request in the office of the Lake County Planning & Building Department.

SECTION 11. FEE SCHEDULE.

A. RESIDENTIAL FEE SCHEDULE - NOT INCLUDING MECHANICAL

TYPE	BUILDING FEE	MINIMUM FEE	ZONING FEE
NEW RESIDENCES ONE OR TWO FAMILY	\$10 FIRST \$1,000 VALUATION PLUS \$5 EACH ADDITIONAL \$1,000 VALUATION	300	100
ADDITIONS	SAME	100	50
REMODEL/REPAIR	SAME	100	20
GARAGES	SAME	100	50
ACCESSORY BUILDINGS	SAME	100	50
SHEDS UP TO 200 SQ.FT.	\$25 FLAT FEE		25
MOBILE HOME IN MOBILE HOME PARK	\$100 FLAT FEE		50
MANUFACTURED HOMES NOT IN MOBILE HOME PARK	SAME AS NEW RESIDENCE	300	100
DECKS, PATIOS 8" OR MORE ABOVE GROUND	\$25 FLAT FEE		25
INGROUND POOLS	\$100 FLAT FEE		50
DEMOLITION	\$25 FLAT FEE		25
MOVING	SAME AS NEW RESIDENCE	300	100
FREE STANDING TOWERS 35 FT. HIGH AND OVER	\$3.00 PER LINEAL FOOT	150	100
SATELLITE DISHES			20
FENCES	\$1.00 PER 8-FT. Section or Fraction Thereof		20

PLUS FEES FOR PLUMBING, ELECTRICAL, MECHANICAL (SEE ATTACHED)

REVISED PERMIT ZONING FEES PER ORD 18A-1 Dated 6/12/01 (Continued)

B. COMMERCIAL BUILDING PERMIT FEE SCHEDULE - NOT INCLUDING MECHANICAL

MULTI-FAMILY (NO OCCUPANCY UNTIL FINALED)	\$20 FIRST \$1,000 VALUATION PLUS \$5 EACH ADDITIONAL \$1,000 VALUATION	\$300	\$100
*CONDOMINIUMS AND MULTI-FAMILY (Partial Occupancy) *EACH UNIT REQUIRES SEPARATE PERMIT.	\$20 FIRST \$1,000 VALUATION PLUS \$5 EACH ADDITIONAL \$1,000 VALUATION	\$300	\$100 PLUS NUMBER OF UNITS x \$100
ADDITIONS TO MULTI-FAMILY AND CONDOMINIUMS	\$10 FIRST \$1,000 VALUATION PLUS \$5 EACH ADDITIONAL \$1,000 VALUATION	\$ 60	\$ 50
REMODELING MULTI-FAMILY AND CONDOMINIUMS	SAME AS ADDITIONS ABOVE	\$ 60	\$ 50
NEW COMMERCIAL BUILDINGS THOSE WITH PUBLIC ACCESS, i.e. STORES, CHURCHES. NO OCCUPANCY UNTIL FINALED	\$30 FIRST \$1,000 VALUATION PLUS \$10 EACH ADDITIONAL \$1,000 VALUATION	\$ 300	\$100
NEW COMMERCIAL BUILDINGS PARTIAL OCCUPANCY ON FINISHED UNITS - SEPARATE PERMITS	\$30 FIRST \$1,000 VALUATION PLUS \$10 EACH ADDITIONAL \$1,000 VALUATION	\$300	\$100 PLUS NUMBER OF UNITS X \$100
ADDITIONS	\$30 FIRST \$1,000 VALUATION PLUS \$10 EACH ADDITIONAL \$1,000 VALUATION	\$100	\$ 50
REMODELING	(50% OR ONE-HALF THE RATE OF NEW CONSTRUCTION). \$15 FIRST \$1,000 VALUATION PLUS \$5 EACH ADDITIONAL \$1,000 VALUATION	\$100	\$ 50

PLUS FEES FOR PLUMBING, ELECTRICAL, MECHANICAL - (SEE ATTACHED)

REVISED PERMIT ZONING FEES PER ORD. 1564 DATED 1/11/94 (Continued)

B. COMMERCIAL BUILDING PERMIT FEE SCHEDULE (Continued)

ACCESSORY STRUCTURE UNDER 500 SQ.FT.	\$50 FLAT FEE		\$ 50
ACCESSORY STRUCTURE OVER 500 SQ.FT.	\$30 FIRST \$1,000 VALUATION PLUS \$10 EACH ADDITIONAL \$1,000 VALUATION	\$300	\$ 50
SIGNS	\$40 PLUS \$10 PER 100 SQ.FT. OF DISPLAY AREA	\$ 50	\$ 50
TOWERS, AERIALS	\$50 FIRST 50 FEET PLUS \$5 EACH ADDITIONAL LINEAL FOOT	\$100	\$ 50
LIGHT STANDARDS - LIGHT POLES	\$20 PER POLE	\$ 50	
PUBLIC SWIMMING POOLS	\$100 FLAT FEE		\$ 50
MOVING	\$30 FIRST \$1,000 VALUATION PLUS \$6 EACH ADDITIONAL \$1,000 VALUATION	\$300	\$ 50
FIREWORKS STANDS			\$ 50
DEMOLITION			\$ 50
UNDER 8,000 GALLONS: STORAGE BINS, TANKS, UNDERGROUND STORAGE TANKS	\$100 FLAT FEE		\$ 50
OVER 8,000 GALLONS: HIGH VOLUME, LOW AREA STRUCTURES	\$150 FLAT FEE		\$ 50
OPEN RECREATIONAL SHELTERS	\$2.50 PER 100 SQ.FT.	\$ 50	\$ 50
FENCES			\$ 10

PLUS FEES FOR PLUMBING, ELECTRICAL, MECHANICAL - (SEE ATTACHED)

REVISED PERMIT ZONING FEES PER ORD. 1564 DATED 1/11/94 (Continued)

C. AGRICULTURAL BUILDING PERMIT FEE SCHEDULE – NOT INCLUDING MECHANICAL

NEW BUILDINGS BARNs, SHEDS STORAGE BUILDINGS, ETC.	\$0.025 PER SQ.FT. OF GROSS FLOOR AREA (EACH FLOOR)	\$ 45	\$ 50
ADDITIONS	\$0.025 PER SQ.FT. OF GROSS FLOOR AREA (EACH FLOOR)	\$ 45	\$ 20
REMODELING	\$0.015 PER SQ.FT. OF GROSS FLOOR AREA (EACH FLOOR)	\$ 30	\$ 20
ACCESSORY STRUCTURES GRAIN ELEVATORS, SILOS BINS, STORAGE TANKS, ETC.	\$0.40 PER 100 CUBIC FT.	\$ 20	\$ 20
SIGNS	\$0.40 PLUS \$5 PER 100 SQ.FT.	\$ 45	\$ 50
MOVING	\$0.025 PER SQ.FT. OF GROSS FLOOR AREA PLUS \$20 DEMOLITION	\$ 45	\$ 20
DEMOLITION	\$10 FLAT FEE		\$ 20
ALL OTHER STRUCTURES NOT MENTIONED	MOST APPLICABLE FEE SHALL APPLY		\$ 20

D.	ELECTRICAL (PER METER)	\$0.20 PER AMP	\$ 20
	NEW BRANCH CIRCUITS	\$15.00 FLAT FEE	
E.	PLUMBING FEES	\$2 PER FIXTURE	\$ 15
F.	MECHANICAL	\$20 FLAT FEE	
G.	EXCEPTIONS:	ALL FEES SHALL GOVERNMENT	BE WAIVED FOR ALL UNITS OF LAKE COUNTY

H. RESIDENTIAL INSPECTION FEE SCHEDULE

Footing pre-pour inspection	\$35.00
Footing Inspection	\$35.00
Foundation Inspection	\$35.00
*Underslab Mechanicals Inspections	
HVAC	\$35.00
Electric	\$35.00
Plumbing	\$35.00
Electric Service Inspections	
First 200 Amps	\$40.00
Each Additional 100 Amps	\$20.00
Rough HVAC Inspection	\$35.00
Rough Plumbing Inspection	\$35.00
Rough Electric Inspection	\$35.00
Rough Building Inspection	\$35.00
Final HVAC Inspection	\$35.00
Final Plumbing Inspection	\$35.00
Final Electric Inspection	\$35.00
Final Building Inspection	\$35.00
**Each Additional Inspection	\$35.00

SECTION 12. PERMIT VALIDITY (*Ordinance 2158 approved 9/12/06)

- A. *Any permit issued in accordance with this Ordinance shall be valid for a period of two years from the date of issuance. Any permit requiring a foundation inspection shall be commenced and have a foundation inspection completed and approved within three months of permit issuance.

*All other permits shall be revoked and rendered null and void if construction, alteration, modification, remodel or repair defined under said permit is not commenced within six (6) months of issuance. If any question arises, it shall be the responsibility of the developer, builder, agent or owner to prove work on any permit under this paragraph was commenced with the required three month period.

SECTION 13. PERMIT EXTENSIONS AND/OR RENEWALS

- A. The permit expiration date may be extended by the Director or his designated representative for up to thirty (30) days for good cause, without additional fee, if the extension is requested prior to the normal expiration date.
- B. The permit may be renewed once if the renewal is requested and the fee is paid prior to the expiration date of the permit.

THE FEE FOR PERMIT RENEWAL IS AS FOLLOWS:

FULL TWO (2) YEAR RENEWAL	80% OF ORIGINAL BUILDING FEE
ONE (1) YEAR RENEWAL	40% OF ORIGINAL BUILDING FEE

MINIMUM RENEWAL FEE SHALL BE TEN DOLLARS (\$10.00).

- C. Permits that have expired may be renewed once if the renewal is requested within thirty (30) days after its initial expiration and if the fee is paid as follows:

FULL TWO (2) YEAR RENEWAL	SAME AS ORIGINAL BUILDING FEE
ONE (1) YEAR RENEWAL	75% OF ORIGINAL BUILDING FEE

- D. Any permit which has been expired for over thirty (30) days shall be considered null and void and a new permit is required and cannot be issued until approved by the Director or his duly appointed representative.
- E. Permits obtained under this Code cannot be assigned, transferred, or sublet without the explicit written approval of the Director. Any permit assigned, transferred, or sublet without such approval shall be considered null and void and a violation of this Code.
- F. Any person or entity starting construction prior to applying for and receiving a permit, in addition to any other penalty provided for by law or this Code, shall be charged a fee **equal to three (3) times the original building fee** which is provided in this Code.

SECTION 14. REVIEW OF APPLICATION

- A. Prior to the issuance of any Building Permit hereunder, Director or his designated representative shall:
1. Review all construction plans and specifications to ensure full compliance with the provisions of this Code.
 2. Require any changes in plans and specifications necessary to ensure full compliance with this Code.
 3. Assure that the proposed construction utilizes construction methods, standards and practices that will minimize the threat to life, limb, health, environment, public safety and welfare.

SECTION 15. INSPECTIONS

- A. After the issuance of any Permit hereunder, the owner or contractor shall cause to be made such inspections of work being done under such permit as are necessary to ensure full compliance with this Code and the terms of the Permit.

There shall not be less than eight (8) inspections for every Permit, unless excused in writing for cause by the Director or his designated representation, which inspections shall be made in the following scheduled order:

1. **FOOTING PRE-POUR INSPECTION**
2. **FOOTING INSPECTION**
3. **FOUNDATION INSPECTION**
4. **ROUGH H.V.A.C. INSPECTION**
5. **ROUGH PLUMBING INSPECTION**
6. **ROUGH ELECTRIC INSPECTION**
7. **ROUGH FRAMING INSPECTION**
8. **ELECTRIC SERVICE INSPECTION**
9. **FINAL H.V.A.C. INSPECTION**
10. **FINAL PLUMBING INSPECTION**
11. **FINAL ELECTRIC INSPECTION**
12. **FINAL FRAMING INSPECTION**

- B. **REINSPECTION AND SUBSECTION C.** There shall be an additional fee of Fifty Dollars (\$50.00) if an inspection is made and the work is not in compliance with the intent of this Code.
- C. Upon payment of Fifty Dollars (\$50.00), a re-inspection shall be required before any further construction, other than the correction of the defect, is carried out.

SECTION 16. ENTRY

Upon presentation of proper credentials, the Director or any designated representative of the Director, may enter at reasonable times any building, structure, or premises subject to this Code in the unincorporated areas of Lake County, Indiana, to perform any duty imposed upon them by this Code.

SECTION 17. STOP ORDER

Whenever any work is being done contrary to the provisions of this Code, the Director, Building Administrator, or any duly appointed representative of the Director may order the work stopped by notice in writing served on any persons engaged in the doing, or causing such work to be done, and any such persons shall forthwith stop such work until authorized in writing by the Director, Building Administrator, or a duly appointed representative of the Director to proceed with the work.

SECTION 18. CERTIFICATE OF OCCUPANCY

No Certificate of Occupancy for any building or structure erected, altered or repaired after the adoption of this Code shall be issued unless such building or structure was erected, altered, or repaired in compliance with the provisions of this Code and all applicable ordinances and laws of the County of Lake, State of Indiana.

SECTION 19. STANDARDS

All work on the construction, alteration and repair of buildings and other structures shall be performed in a good and workmanlike manner according to accepted standards and practices in the trade.

SECTION 20. VIOLATIONS

It shall be unlawful for any person or entity, whether as owner, lessee, sub-lessee, or occupant, to erect, construct, enlarge, alter, repair, improve, remove, convert, demolish, equip, use, occupy, or maintain any building or structures in the unincorporated areas of Lake County, or cause or permit the same to be done, contrary to the provisions of this Code.

SECTION 21. RIGHT OF APPEAL

All persons or entities shall have the right to appeal the Building Department's decision, first through the Lake County Board of Zoning Appeals, and then to the Indiana Fire Prevention and Building Safety Commission in accordance with the provisions of (RECODIFIED **IC 22-11-1-16 or IC 22-11-1-21.5 as applicable.

SECTION 22. REMEDIES

The Director or his designated representative shall, in the name of the Lake County Plan Commission bring actions in the Circuit or Superior Courts of Lake County, Indiana to enforce or to secure compliance with any order issued by the Director or his designated representative and any such action may be joined with an action to recover the penalties provided for in this Ordinance.

SECTION 23. PENALTIES

Any person or entity violating any of the provisions of this Code willfully and voluntarily or refusing a lawful order issued by the Director, Building Administrator, or a duly appointed representative of the Director, shall be fined in any sum **not less than Ten Dollars (\$10.00) nor more than Three Hundred Dollars (\$300.00)**. Each day of such unlawful activity as is prohibited by the first sentence of this Section shall constitute a separate offense.

SECTION 24. EFFECTIVE DATE

This Ordinance shall be in full force and effect from and after its adoption and approval by the Fire Prevention and Building Safety Commission of the State of Indiana.

APPROVAL AND ENDORSEMENT:

APPROVED BY THE COUNTY COUNCIL OF LAKE COUNTY, INDIANA, THIS 9TH DAY OF MARCH, 1988.

*s/s Thurman Ferree, President
James Fleming, Vice President
Robert Crossk
Frances DuPey
Sydney Garner*

APPROVED THIS 5TH DAY OF APRIL, 1988 BY THE FIRE PREVENTION AND BUILDING SAFETY COMMISSION OF THE STATE OF INDIANA.

*s/s Allen C. Shield, Chairman
Charles W. Coffee*