

Updated June 2026

TOWN OF BURNS HARBOR, INDIANA

TOWN CODE

CHAPTER 6

TOWN OF BURNS HARBOR, INDIANA LICENSES

Sec. 6-1. LICENSE FEES

- A. That any person, firm, partnership, corporation, association, agent or the like maintaining, operating or conducting any business or establishment or doing business or engaging in any activity or occupation in the Town of Burns Harbor, Indiana, shall obtain a license to business renewable annually and shall pay the fee listed in Table 15-4: Fees each year. Each license shall be renewable on or before January 31 of each calendar year.
- B. That any person, firm, partnership, corporation, association, agent or the like conducting a business or occupation as a general contractor or sub-contractor shall obtain a Contractor's license renewable annually and shall pay the fee listed in the Table 15-4: Fees each year. Each license shall be renewable on or before January 31st of each calendar year.

Sec. 6-2. REQUIREMENTS FOR LICENSES.

- A. Any applicant conducting a business or occupation as general building contractor or sub-contractor, shall meet the following requirements before the issuance of a license. At the time of applying for a license, the applicant shall submit a written undertaking ~~with surety satisfactory to the Building Commissioner. The written undertaking~~ or bond shall be an obligation in favor of the Town of Burns Harbor, Indiana, for itself or its officers and for the use of any person, firm or corporation with whom the applicant shall thereafter contract to do work.
- B. The written undertaking shall be that the principal (the applicant) in the operation and conduct of his business or occupation in the Town of Burns Harbor shall comply with all ordinances, laws, rules and regulations of the Town of Burns Harbor, and the State of Indiana and their officers, departments and divisions. The penal sum of said written undertaking shall be an amount set once each year by the Town Council, not more than \$10,000.00 and if no penal sum is so set, the penal sum shall be \$10,000.00
- C. The applicant shall submit evidence of public liability insurance in limits not less than \$100,000/\$300,000; property damage insurance in limits not less than \$50,000.00; and workmen's compensation insurance; and shall also submit certificates of insurance.

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- D. The bond and the insurance required hereunder shall be kept and maintained in force by the licensee or permittee during the term of the license and/or permit acquired.
- E. The applicant shall pay a fee of \$75.00 in addition to all other fees required by this Ordinance.

Sec. 6-3 LICENSE RECORDS

The building clerk for the Town shall issue licenses and administer the records related to the issuance of licenses. In administering licenses the building clerk shall maintain a list of license holders and the date of issuance and renewal of licenses by the license holders.

Sec. 6-4 LATE RENEWALS

In the event that a licensee fails to timely renew its license annually, the renewal fee to reinstate an expired license shall be two times the renewal fee then in effect.

(Ordinance 174, 6/28/2001)