


TOWN OF HIGHLAND
3333 RIDGE ROAD
HIGHLAND, INDIANA 46322
1-219-838-3185

CONTRACTORS NOTICE OF RENEWAL

 **AS OF DECEMBER 31, OF EACH YEAR CONTRACTORS WORKING IN THE TOWN OF HIGHLAND MUST RENEW THEIR LICENSE IMMEDIATELY OR THEY WILL BE SUBJECT TO A CITATION FOR WORKING ON AN EXPIRED LICENSE. ALL LICENSES EXPIRE ON the 31st of DECEMBER ANNUALLY.**

This is to remind you that your contractor's license must be renewed for the calendar year between January 2nd and February 28th, of each year . Please fill out the renewal application form below and return it along with the fee of **\$50.00**. Please make check payable to the Town of Highland.

 Contractors wishing to renew by mail **MUST** include a **SELF-STAMPED ADDRESSED ENVELOPE** for the return of their license. **If we do not receive a self-stamped addressed envelope your license will be kept in your file at our office.**

APPLICATIONS RECEIVED after February 28th of each year, you will be subject to a \$22.00 late fee.

RENEWAL FORM FOR CONTRACTORS LICENSE

DATE: _____


COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE # _____ Mobil # _____ Fax # _____

E- Mail Address: _____

 Please **enclose a current** copy of your **insurance and recorded bond** for our files. **FAILURE TO SUBMIT THE ABOVE WILL DELAY THE ISSUANCE OF YOUR LICENSE AND LATE FEE WILL BE IMPOSED.** IF THE ABOVE IS NOT RECEIVED BEFORE FEBRUARY 28TH AND YOUR CHECK WILL BE RETURNED AND A NEW CHECK WILL BE REQUIRED TO INCLUDE THE LATE FEE IMPOSED. **PLEASE BE SURE YOUR BOND IS MADE OUT PROPERLY AND RECORDED.**

If you have any questions regarding the recording of your Lake county Bond, please contact the County Recorders Office in Crown Point, 1-219-755-3730. Any other questions may be directed to the office of the Building Commissioner at 1-219-838-3185.