



**DEPARTMENT OF PLANNING AND BUILDING**  
**STARKE COUNTY PLAN COMMISSION**  
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## **STARKE COUNTY CONTRACTOR BUSINESS RULES**

### **General Rules & Regulations**

- **Registration Requirement:** Any person who engages in the business of general, roof, installation, electrical, plumbing, sewage, masonry, well installation, heating, ventilation, air conditioning, excavating and septic installation, or other ancillary work related to construction in Starke County, shall first procure a contractors registration permit.
- **Permit Limits:** There shall be only one registration permit per contractor. Contractors will list the specified fields of work in which they will perform construction work.
- **Subcontractor Accountability:** A general contractor must insure all subcontractors are registered pursuant to this Article.
- **Permit Withholding:** The Building Commissioner shall not issue a building permit if such contractors, general contractor or subcontractor, are not registered as provided herein.
- **Application Signatory:** In case of applications by corporations, partnerships, or other forms of business associations, the application for a contractor's registration permit may be made by an officer or other designated employee of such business association, corporation, or partnership.
- **Commissioner Duties:** The Building Commissioner shall have the power and duty to receive and review all applications for registration for all crafts and trades.
- **Revocation & Suspension:** The Building Commissioner shall have the right to revoke or suspend any registration issued, upon his investigation, upon satisfactory proof that the holder of the registration permit has willfully, intentionally, or repeatedly violated any provisions of the Code or laws of the state pertaining to his business, for incompetence or misconduct in the practice of his business, for deceit or fraud in obtaining the registration, for irresponsible financial practices, or for any other reason or ground specified in the Article.

### **Application Information Requirements**

The Building Commissioner shall require all applicants to furnish the following information:

- A statement of the applicant's proposed contracting business.
- The type of contractor's registration applied for.
- Name, residence, and business address of the applicant.
- If the applicant is a partnership, joint venture, corporation, or other business association/firm: the name and business address of the organization, and the name, residence, and interest of all officers, directors, and partners.
- A list of all businesses owned, operated, and managed by the applicant, or in which the applicant has had an interest of any kind during the last five (5) years, and the addresses of these businesses.
- Three (3) references from reputable business and professional people, not related by blood or marriage to the applicant, from the County of the applicant, attesting to the applicant's reputation as to honesty, integrity, and good character.

### **VIOLATIONS, FINES, AND PENALTIES**

The Starke County Planning Commission shall adopt a schedule of fines and penalties for violations of this ordinance. Such fines and penalties shall serve as a standardized method for assessments based on violations as determined by the Planning Administrator or his representative. The assessment of such fines and penalties will be utilized in lieu of court action for any violation of this ordinance. In the event that court action is necessary for enforcement of any provision of this ordinance, the fines and penalties as prescribed herein shall apply. Any payment of fines shall be paid to the Starke County Planning Commission.

**Schedule of Fines:**

<b>Violation</b>	<b>Fine</b>
<b>Failure to obtain a building permit</b>	Triple the cost of a building permit
<b>Inaccurate permit</b>	Double the cost of a new permit
<b>Failure to obtain Certificate of Occupancy</b>	Double the cost of the permit
<b>Failure to obtain registration</b>	\$500.00
<b>Expired registration</b>	\$50.00 plus registration fee
<b>Failure to obtain inspection</b>	\$250.00
<b>Violation of Stop Order</b>	\$1000.00

- **Additional Penalties:** In addition to the fines assessed in the schedule above, if there is a failure to pay or there is a continued violation, the individual will be subject to the provisions of this ordinance which allows the assessment of fines not to exceed \$2,500.00 plus attorney fees and costs of enforcement should such legal action be necessary for enforcement.
- **Grandfather Provision:** Grandfather provision has the intent that all inspections will take place at the level in which construction is currently in effect based on the inspection procedures adopted by the Planning Commission concerning the stage of construction.

## **STARKE COUNTY CONTRACTOR'S BOND & FEES**

### **Bond Requirements**

All bonds must be made out to Starke County and should read exactly as follows:

**"PAYABLE TO STARKE COUNTY, ALL TOWNS, CITIES AND MUNICIPALITIES THEREIN."**

## **Fee Schedule & Deadlines**

- **New Contractor Registration Fee:** \$50.00 (Valid for 365 days from the date of issuance)
- **Renewal of Contractor Registration:** \$25.00
- **Late Contractor Registration Fee:** \$75.00

**ALL RENEWALS MUST BE RECEIVED PRIOR TO THE EXPIRATION OF YOUR CURRENT 365-DAY REGISTRATION PERIOD TO AVOID A LATE FEE.** Failure to renew within one month after your notice of expiration will require you to apply for a new contractor registration.