



**City of Gary**  
**DEPARTMENT OF COMMERCE BUILDING DIVISION**

**EDDIE MELTON**  
Mayor

401 Broadway Room 307  
Gary, IN 46402  
(219) 881-1377  
Fax: (219) 881-1425

**FLORZELL HAWKINS, Jr**  
Building Commissioner

**TO ALL CONTRACTORS AND THE GENERAL PUBLIC**

I would like to thank all of our contractors for your cooperation in working with our department in the past and express my hope for future cooperation between contractors and the Building Department. I would like to make you aware of our requirements for the City of Gary Building Department. Each license holder should check the items listed below to be sure that you comply with the City of Gary Building Department rules and regulations.

1. The license holder is responsible for providing current:
  - General Business License
  - Bond
  - Insurance with workers compensation (if applicable)
  - Contractors License
  - Designated person(s) to pull and or renew permits
2. All information must be current in our office file in order to complete any transaction(s) with our department. Please note our department is requiring that your bond states one of the following phrases: Favor of/ Obligee/ Bonded Unto/ and or Described As "All cities and towns in Lake County, Indiana or The City of Gary."
3. The license holder is responsible for calling for all inspections, provide permit numbers and to close out each job for which a permit has been issued with a final inspection and or a certificate of occupancy if required.
4. The City of Gary will not issue a refund for any reason. The contractor is responsible for handling all matters related to the contract (job) before and after pulling the permit.
5. If a contractor is caught pulling permits for an unlicensed contractor(s) you will receive a "show cause" letter and will be called before the licensing board.
6. If you are requesting to have another person act on your behalf for pulling permits, renewing of license(s) or any function, you must submit an original written request to our office for our file(s). This request must be notarized and a picture of that person must be submitted to the Building Department. No more than four persons, including yourself, are allowed to be listed for the above mention transactions. \*

\*NOTE\* \* (It is the contractors responsibility to submit a notarized letter to our office if a person is deleted from the above transactions.)

7. The license holder is responsible for the company's license. This means we license the individual as the responsible license holder for the company.
8. The contractor is to submit to our department a copy of the contract, plans and or drawings for any additions and new construction.

File: General Public

9. The contract with the customer is to be put in detail format. This is for the contractors and customers best interest and understanding.
10. If you as the contractor have any problems with your customer, we ask that you alert the Building Department, so that we may assist in bringing the matter to a close. We also ask that the customer follow the same procedures.
11. All permits must be posted before any work begins.

#### Important Information:

Please note that if a contractor is cited by an inspector for working without a permit, and later during that day the contractor picks up a permit, this permit will be stamped by our time clock. If the date and time stamped on the clearance is after the time you were cited: the citation will stand.

Florzell Hawkins, Jr.  
Building Commissioner