



Application for Additional or Replacement Contractor's Registration Card

Card Replacement Fee \$ 10.00  
Additional Card Fee\* \$ 10.00

\*Fee per card

Paper applications will be accepted by the Office of Planning, Preservation, and Design; however, electronic submissions through our Permit Portal are preferred. This application can be submitted electronically at [www.madison-in.gov/reporting](http://www.madison-in.gov/reporting).

Purpose: Per the City of Madison Building Regulations Ordinance, all general and specialized contractors building new construction, or making alterations or repairs to existing construction on structures totaling more than 100 square feet, or having a cost to the ultimate owner over \$500, shall register annually with the Plan Commission. Handymen who provide repair or maintenance services, which would not require a building permit under the Building Code of the City of Madison, are exempt from the provisions of this section.

This application is only for additional or replacement Contractor Registration Cards. If you need to submit an application to become registered as a contractor or to renew your registration, please complete the Application for Contractor Registration.

**APPLICANT INFORMATION**

Registration # (provided by office): \_\_\_\_\_ Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

Contact or Individual Name: \_\_\_\_\_

Business Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Please list the number of cards you would like to receive. Fees listed above are per card.

\_\_\_\_\_

I certify that the information provided in this application is true and accurate to the best of my ability. I understand that I must keep my Certificate of Liability up to date during the duration of my registration and if the copy on file with the City of Madison is out of date they may withhold my additional or replacement cards until it is updated.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

**COMPLETED BY PLANNING OFFICE**

Application Accepted on: \_\_\_\_\_

Application Accepted by: \_\_\_\_\_

Registration #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_