Contractor Registration

Building Department Hours
8am to 3pm Monday through Friday
440-235-4225

Contractor Registration Requirements

1. Contractor registration applications must be completed. Include a self-addressed stamped envelope. Incomplete applications will be returned unapproved.

2. $125 per calendar year, per trade. There is a $125 penalty fee for working without registration.

3. All registrations expire at the end of the calendar year.

4. $10,000.00 on Olmsted Township Bond Form.

5. A Certificate of Insurance showing Olmsted Township as Certificate Holder and additional insured: amount $300,000 per occurrence for bodily injury and for property damage, $600,000 general aggregate and $600,000 for products completed operations general aggregate.

6. For plumbing, HVAC, Electrical, and fire protection contractors, a copy of your Certificate of Competency issued by Ohio and Construction Industry Examining Board and/or a testing community must be attached.

7. Only those names listed as authorized agents may obtain permits.

8. All work must be performed according to the Building Codes of Olmsted Township and the State of Ohio.

9. Permits must be obtained and posted at job site before work begins. If a contractor begins work before obtaining a permit, penalty fees will be assessed.

10. You may obtain permits and/or register as a contractor Monday through Friday between the hours of: 8:00 A.M. to 3:00 P.M. or by mail.

INSPECTIONS MUST BE REQUESTED 24 HOURS IN ADVANCE
Contractor’s Registration Application

Business Name: ________________________________________________________________

Business Address: ____________________________________________________________________

Business Telephone: __________________________ Business Fax: ____________________

Cell Phone: __________________________ SSN: __________________________

Email: __________________________________________________________________________

☐ Partnership             ☐ Corporation             ☐ Sole Proprietorship

If Corporation, corporate charter number ____________________________________________

List requested information for owner, managing partner, president or statutory agent

Name: __________________________________________________________________________

Home Address: ____________________________________________________________________

Home Phone: __________________________ Cell: __________________________

Email: __________________________________________________________________________

$125 per trade

☐ Alarm             ☐ Asbestos Abatement             ☐ Asbestos Training             ☐ Asphalt
☐ Carpentry-finish ☐ Communication Wiring          ☐ Concrete             ☐ Demolition
☐ Drywall           ☐ Electrical                 ☐ Reliner/Renovator             ☐ Excavating
☐ Fence            ☐ Fire Protection            ☐ Fire Alarm             ☐ Insulation
☐ General Contractor ☐ Gutter             ☐ HVAC            ☐ Housemovers
☐ Lead Abatement ☐ Lead Testing            ☐ Masonry             ☐ Plumbing
☐ Radon Abatement ☐ Radon Testing            ☐ Refrigeration             ☐ Roofing-Commercial
☐ Siding            ☐ Sign             ☐ Roofing-Residential             ☐ Sewer-Builder, Cleaner
☐ Sprinkler-Lawn ☐ Structural Steel            ☐ Waterproofing             ☐ Swimming Pool
☐ Telecommunications ☐ Others
Subcontractors permitted an optional registration to provide consumer confidence:
☐ Exterior Painters  ☐ Landscapers  ☐ Handyman  ☐ Others

APPLICATION MUST INCLUDE THE FOLLOWING SUPPORTING DOCUMENTS

1. Liability insurance in the amount of $300,000.00 per occurrence for bodily injury and for property damage. $600,000.00 general aggregate and $600,000.00 for products completed operations general aggregate. Olmsted Township must be noted as an additionally insured and certificate holder.

2. Contractor’s Bond in the amount of $10,000 on Olmsted Township’s Bond Form.

3. Copies of current state registration if you are registering as a plumber, electrician, sprinkler or HVAC contractor.

4. Copy of owner’s Driver’s License.

PLEASE INCLUDE A SELF ADDRESSED STAMPED ENVELOPE
REGISTRATION MUST BE FILLED OUT COMPLETELY AND INCLUDE THESE DOCUMENTS OR IT WILL NOT BE PROCESSED.

I acknowledge that this registration requires that my company abide by the laws of Olmsted Township and State of Ohio including all adopted Codes; furthermore, I swear that all the information submitted is true to the best of my knowledge.

__________________________          __________________________
Signature of owner/managing partner/president/statutory agent  Print Name

The following _____________ individuals are authorized to act as signatory agent on behalf of the company.

1. ____________________________________________
Signature                                    Print Name

2. ____________________________________________
Signature                                    Print Name

3. ____________________________________________
Signature                                    Print Name
Olmsted Township
Contractors Registration Bond

KNOW ALL MEN BY THESE PRESENTS:

That we, ________________________________________________________________

of ____________________, State of _________________________, as Principal, and

__________________________, a corporation duly licensed to do surety business

in the State of Ohio, as Surety, are held and firmly bound unto the city of Olmsted Township, and its citizenry

(collectively, the “Obligee”), in the penal sum of not to exceed TEN THOUSAND DOLLARS (10,000.00) lawful

money of the United States of which payment will truly to be made, we bind ourselves and our legal representatives

firmly by these presents.

THE CONDITION OF THE ABOVE OBLIGATION IS that the principal has been registered as a

contractor of the Obligee.

NOW, THEREFORE, if the Principal shall perform its work in Olmsted Township in a workman like

manner and faithfully keep its contractual obligations to Obligee and in all things comply with the laws, rules, and

regulations of Olmsted Township, including all amendments thereto, pertaining to the registration applied for, then

this obligation shall be void; otherwise this obligation shall remain in full force and effect until canceled by the

Surety as provided below or released by the Obligee.

This bond may be terminated at any time by the Surety upon sending written notice by First Class U.S.

Mail to the Obligee and to the Principal at the addresses last known to the Surety, and at the expiration of thirty (30)

days from the mailing of said notice, this bond shall terminate and the Surety shall be relieved from any liability for

any acts or omissions of the Principal subsequent to that date. The Surety shall not be liable for more than the

amount of this bond, regardless of the number of claims made against this bond or the number of years this bond

remains in force.

Date this _______________________. _________________________.

Date of expiration: ________________, _________________________.

Principal

Principal

Surety

By: _______________________________

Name and Title