

**REQUIREMENTS FOR OBTAINING A CONTRACTOR'S REGISTRATION**

- **Complete application.** (Please TYPE OR PRINT.) *The owner of the Company must sign the application as well as the bond form.* All requested information must be provided. Knowingly providing false or inaccurate information can result in registration being denied or revoked and/or other legal action (Codified Ordinances 1317.08, 525.02).
- **Bond in the amount of \$10,000** filed with application. **Our bond form must be used. Bond form must be approved by Law Department. Bond submitted must be original and have an embossed seal or stamp from your Bonding Company.**
- **Certificate of Insurance(s)** evidencing insurance in the amount of one hundred thousand dollars (\$100,000.00) per person and three hundred thousand dollars (\$300,000.00) per occurrence for bodily injury, and fifty thousand dollars (\$50,000.00) per occurrence for property damage;  **naming the City of Cleveland Heights as a CERTIFICATE HOLDER AND ALSO AS ADDITIONALLY NAMED INSURED; (ADDITIONALLY NAMED INSURED MUST BE TYPED OUT ON YOUR CERTIFICATE OF LIABILITY INSURANCE OR YOUR INSURANCE WILL NOT BE ACCEPTED)**, together with a valid commitment from the applicant's insurance carrier, which must be authorized to do business in the State, **that the Municipality shall be given TEN DAYS (10) written notice before cancellation, lapsing or voiding of any such policy. The word "endeavor" or "try" must be deleted from your Certificate of Insurance, in the cancellation clause, by your insurance company. Also, language releasing the insurance company from liability for failure to give such notice is not permitted and must also be deleted. If your insurance company is unable to change this wording, an insurance endorsement form is attached.**
- **Qualification Certificate(s)** are issued by The Ohio Construction Industry Examining Board, for applicants seeking to be registered as ELECTRICIANS, PLUMBERS, HVAC, REFRIGERATION , FIRE SUPPRESSION/ALARM CONTRACTORS. **Registration for specific trades must be accompanied by a State License. YOU MUST BRING A COPY OF YOUR STATE LICENSE WHEN REGISTERING.** *General Contractors need no such certificate, but will not be issued permits for any of these specific trades.*
- **One-hundred and fifty dollars (\$150) application fee per trade, (\$100) for each additional trade.**
- **Self-addressed, stamped envelope if requesting to return a copy of your registration by mail.**

*Applications not accompanied by required bond (original and signed), insurance certificate, or other required information or documents, will be returned.*

**REGISTRATION EXPIRES DECEMBER 31 AND MUST BE RENEWED ANNUALLY.**

(A complete copy of the Registration Ordinance is available upon request.)

**SEE REVERSE FOR CONDITIONS UNDER WHICH REGISTRATION  
MAY BE DENIED OR REVOKED...**

**PERMIT HOURS: 8:30 A.M. --- 10:00 A.M. & 1:00 P.M. --- 2:00 P.M.**

### **1317.08 REVOCATION OF REGISTRATION**

The Building Commissioner may disapprove or revoke any registration or renewal thereof issued under provisions of this chapter for good cause and including but not limited to one or several of the following reasons:

- (a) Misrepresentation of a material fact by the applicant in obtaining the registration or renewal thereof;
- (b) The use of the registration by the registrant in obtaining a building permit for work to be performed by a contractor or building other than the registrant;
- (c) Failure to abate a violation or noncompliance with any provision of any applicable code or ordinance of the City within the time specified in the written notice of such violation or noncompliance;
- (d) Commencing work for which a permit is required without first obtaining such permit;
- (e) Abandonment or failure to perform, without justification, any project undertaken by the contractor;
- (f) Failure to honor any written warranties or guarantees;
- (g) Cancellation of the required bond or Certificate of Insurance;
- (h) Engaging in a course of conduct calculated to induce owners and/or tenants of property or their authorized agents, to enter into a contractual relationship for labor and/or materials through misrepresentation of labor costs or through misrepresenting that the materials and/or specifications used comply with all applicable ordinances of the City; or
- (i) Other acts not specifically set forth, when, in the determination of the Building Commissioner, such acts are detrimental to the general welfare of the citizens of the City.

**CONTRACTOR REGISTRATION APPLICATION**

Application is for (check all that apply): **FEE: \$150 per trade, \$100 each additional trade.**

**General Contractor** --- *What is your speciality type of work?* \_\_\_\_\_  
*(LIST ONLY ONE)*

**Electrician** *Note: Registration application for specific trades must be*  
 **Plumber** *accompanied by a State License for that trade.*

**HVAC**  
 **Hydronics**

**Refrigeration** **TYPE OR PRINT ALL INFORMATION**

**Fire Suppression/Alarms**

**CONTRACTOR BUSINESS NAME:** \_\_\_\_\_

**BUSINESS OWNER'S NAME:** \_\_\_\_\_  
(If corporation or partnership, list all other officers or partners on reverse.)

**BUSINESS ADDRESS:** \_\_\_\_\_  
(street number)  
\_\_\_\_\_  
(city, state, zip)

**BUSINESS TELEPHONE:** \_\_\_\_\_ **CELL:** \_\_\_\_\_ **PAGER:** \_\_\_\_\_

Is this an Answering or Secretarial Service #? YES  NO

**BUSINESS OWNER'S HOME ADDRESS (if different from above):**  
\_\_\_\_\_

**BUSINESS OWNER'S HOME TELEPHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**PRINCIPAL'S OR SOLE PROPRIETOR'S S.S. #** \_\_\_\_\_

**TAX I.D. NUMBER:** \_\_\_\_\_ **DATE OF BIRTH** \_\_\_\_\_

**OTHER PERSONS AUTHORIZED TO OBTAIN PERMITS IN APPLICANT'S NAME:**  
\_\_\_\_\_

**BOND EXPIRATION** **INSURANCE EXPIRATION**  
**DATE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**STATE LICENSED?** \_\_\_\_\_ **NO** \_\_\_\_\_ **YES-LICENSE #** \_\_\_\_\_ **EXPIRE DATE** \_\_\_\_\_

I hereby affirm the above information is accurate and correct under penalty of law.

\_\_\_\_\_  
Signature of Applicant / Print Name / Date

\*\*\*\*\*  
\*\* [OFFICE USE ONLY]\*\*

DATE RECEIVED

FEE PAID:\$ \_\_\_\_\_ {CHECK# \_\_\_\_\_ or CASH}

REGISTRATION # \_\_\_\_\_

(OFFICE USE ONLY)  
CONTRACTOR \_\_\_\_\_

OTHER OFFICERS OR PARTNERS; NAMES/HOME ADDRESSES/TELEPHONE #

NAME: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_  
(street) (city) (state) (zip)

TELEPHONE NUMBER: \_\_\_\_\_

NAME: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_  
(street) (city) (state) (zip)

TELEPHONE NUMBER: \_\_\_\_\_

NAME: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_  
(street) (city) (state) (zip)

TELEPHONE NUMBER: \_\_\_\_\_

NAME: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_  
(street) (city) (state) (zip)

TELEPHONE NUMBER: \_\_\_\_\_

NAME: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_  
(street) (city) (state) (zip)

TELEPHONE NUMBER: \_\_\_\_\_

NAME: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_  
(street) (city) (state) (zip)

TELEPHONE NUMBER: \_\_\_\_\_

NAME: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_  
(street) (city) (state) (zip)

TELEPHONE NUMBER: \_\_\_\_\_

# CONTRACTOR'S BOND

\*REVISED 2001\*

CITY OF CLEVELAND HEIGHTS, OHIO

KNOW ALL MEN BY THESE PRESENTS,

THAT I, \_\_\_\_\_ as principal,  
doing business as \_\_\_\_\_  
and \_\_\_\_\_ as surety, are held and  
firmly bound unto the City of Cleveland Heights, or to any of its officers, for the use of any person, persons, firm  
or corporation with whom such principal shall contract to construct, alter, repair, add to, subtract from, recon-  
struct or remodel any building, structure, or appurtenance thereto or any part thereof, in accordance with the  
provisions and the requirements of the Building Code of the City of Cleveland Heights, in the penal sum of Ten  
Thousand Dollars (\$10,000.00), lawful money of the United States, for the payment of which sum well and truly  
to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and sever-  
ally, firmly by these presents.

SIGNED AND SEALED AND DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

THE CONDITIONS OF THE ABOVE OBLIGATION ARE SUCH that, whereas the above bound principal has  
made application to the Building Commissioner for a Contractor's registration to engage in the business of  
constructing, altering, repairing, adding to, subtracting from reconstructing, or remodeling any building, struc-  
ture, or appurtenance thereto or any part thereof, as required by the Codified Ordinances of the City of Cleve-  
land Heights, during the period beginning \_\_\_\_\_, and ending the last day of  
\_\_\_\_\_.

NOW, THEREFORE, if the said contractor, \_\_\_\_\_,  
shall well and truly indemnify, keep and save harmless the City of Cleveland Heights, or any of its agents or  
officials for the use of any persons, firms or corporations with whom such contractor shall contract to do work,  
and shall indemnify and pay any such persons, firms or corporations for damage sustained on account of the  
failure of such contractor to perform the work so contracted for or for failure to perform the work so contracted  
for in accordance with the provisions of the Building Code of the City of Cleveland Heights, and any and all  
lawful rules and regulations promulgated under the authority thereof, and from or by reason or on account of  
anything done under and by virtue of any permits issued under such registration for the doing of any work  
required to be done in the construction, alteration, repair, addition to, subtracting from, reconstructing or re-  
modeling of any building, structure, or appurtenance thereto or any part thereof, then this obligation shall be  
void; otherwise, to remain in full force and effect.

Principal By:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Phone Number)

Surety:

\_\_\_\_\_ (Seal)

\_\_\_\_\_  
(Address)

Attorney-in-Fact By:  
\_\_\_\_\_



CLEVELAND HEIGHTS

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**CONTRACTOR'S  
BOND**

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THE LEGAL FORM AND CORRECTNESS  
OF THE WITHIN INSTRUMENT IS  
HEREBY APPROVED.

\_\_\_\_\_  
DIRECTOR OF LAW

BY \_\_\_\_\_  
ASSISTANT DIRECTOR OF LAW

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



**CLEVELAND HEIGHTS BUILDING DEPARTMENT**  
 40 Severance Circle  
 Cleveland Heights, OH 44118  
 216-291-4900 / FAX 291-4421

## CITY OF CLEVELAND HEIGHTS – INSURANCE ENDORSEMENT

It is agreed that such insurance as is afforded under this policy for bodily injury liability and for property damage liability also applies to the City of Cleveland Heights, Ohio, as additional insured but only with respect to accidents caused by or contributed to \_\_\_\_\_

\_\_\_\_\_ or his employees while performing work, other than work done for the City of Cleveland Heights, described in Division 1 (premises-operations of Item 3 of the Policy Declarations) as authorized by permit issued to \_\_\_\_\_ under the Building Code of the City of Cleveland Heights.

It is further agreed that an employee of one of the insureds names in this policy shall not be deemed to be the employee of any other insured named with whom he has no contract of employment, oral or written, but the limits of liability for all insureds shall not exceed the limits of liability set forth in the policy.

In the event of any material change in or cancellation, lapse or non-renewal of this policy, the Company will give ten (10) days notice of such change or cancellation, lapse or non-renewal to the Building Commissioner of the City of Cleveland Heights, Ohio.

### SCHEDULE

Limits of this policy are equal to or exceed one hundred thousand dollars (\$100,000.00) per person and three hundred thousand dollars (\$300,000.00) per occurrence for bodily injury, and fifty thousand dollars (\$50,000.00) per occurrence for property damage.

Term of Policy: From \_\_\_\_\_ To \_\_\_\_\_

This endorsement forms a part of policy # \_\_\_\_\_

Insurance Company \_\_\_\_\_

Agent \_\_\_\_\_

Contractors Registration Term: From \_\_\_\_\_ To \_\_\_\_\_

(Notice to the City of Cleveland Heights of termination or non-renewal is not required if the date falls after the term of the contractors registration period.)

Nothing herein contained shall be held up to vary, alter, waive or extend any of the terms, limits or conditions of the policy, except as herein set forth.

**AGENTS SIGNATURE**