



SHAKER HEIGHTS

Contractor Certificate of Registration Application

Complete using ink and be sure to print legibly (highlighted areas are required). Complete both sides of this application and include all required documents. Incomplete applications will be returned and will delay processing.

CONTRACTOR INFORMATION

Business Name (as it appears on bond form):
Address:
City:
State:
Zip:
Business Phone:
Fax:
E-Mail:
Federal I.D. #:

Owner Name:
Owner Address:
City:
State:
Zip:
Cell Phone:
Fax:
E-Mail:

Person in Charge of Company (if other than Owner):
Address:
City:
State:
Zip:
Cell Phone:
Fax:
E-Mail:

Registration Fee is \$125.00 per trade
ALL REGISTRATIONS EXPIRE on DECEMBER 31st each year.

Register for all trade(s) that apply:

- A/C Heating
General
Plumbing
Fire Suppression
Asphalt/Paving
Landscaper
Roofing
Fire Alarm
Electrical
Masonry
Sewer
Other:
Excavator
Painting
Roofing

The following are REQUIRED to have state licensing. Copy of license MUST be attached. Indicate license # below:

- Electrical:
HVAC:
Hydronic:
Plumbing:
Fire Protection:
Refrigeration:

Are you EPA Lead Safe Certified? Yes No For more information, visit: www.epa.gov/getleadsafe

If Yes, please provide a copy of your license (not required): License# Expire Date:

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SHAKER HEIGHTS

Contractor Certificate of Registration Application (cont'd)

Subcontractors

Provide contact information for any continuous subcontractors your company employs. All Subcontractors MUST be registered with the City of Shaker Heights

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Application Requirements

- If registering as a business entity, proof of registration with Ohio Secretary of the State must be attached. Acceptable forms of proof are any documents from the state, including a printout from the Business Filing Portal, that lists the Corporation name and Agent information. (http://www.sos.state.oh.us/sos/).
■ Evidence of liability insurance is required for all contractors and MUST be attached to the application. Be sure that:
- the City of Shaker Heights is listed as an additional insured/certificate holder.
- limits of Bodily Injury Liability Insurance are not less than \$100,000/\$300,000.
- property Damage Liability Insurance is not less than \$50,000.
■ \$5,000 Bond on the City of Shaker Heights Bond Form is required for only Plumbing, Excavation, Sewer, and Demolition Contractors (MUST be attached to application):
(All other trades are required to only have the evidence of liability insurance as stated above.)
■ Electrical, Plumbing, Heating/Air Conditioning, Hydronic, and Refrigeration Contractors are required to have a license from the Ohio Construction Industry Licensing Board (OCILB) (MUST be attached to application).
■ Fire Protection Contractors are required to have a State License from the Ohio State Fire Marshall (MUST be attached to application).
■ Inspections are mandatory. A minimum 24 hr. advanced notice is required to schedule an inspection. It is the contractors' responsibility to schedule inspections.
■ If your company has any outstanding permits requiring a final inspection from the previous year you will not be able to register until all open permits are inspected and approved.

Work performed without a valid registration and permit(s) is in violation of City Ordinance and subject to fines. All sub-contractors must be registered with the City of Shaker Heights.

In completing this form, I confirm that all of the information provided herein is true to the best of my knowledge, and that I am at least eighteen years of age, able to interpret construction drawings and specifications and able to comply with the requirements of Ordinance #547.03 of the City of Shaker Heights, Ohio.

Providing false information on this application or failure to comply with an order from the Director of Building may result in the revocation of your contractor registration and or prosecution for filing false information.

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

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