



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:

- Checkboxes for 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:

- Checkboxes for 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:

(Application continued on back of page)



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: _____



HOT WORK SAFETY

Hot work fires result in avoidable death, injury, and hundreds of millions of dollars in property loss each year. When everyone follows safe hot-work practice, these fires are preventable. The risk with hot work is high because it introduces a hazard—an ignition source. That’s why the number one safety recommendation is to determine whether there is an alternative to hot work—by avoiding hot work, you minimize the risk.

What Is Hot Work?

- Work involving burning, welding, or a similar operation that is capable of initiating fires or explosions.
- Activity involving flame, spark production, or heat.
- Welding and allied processes include arc welding, oxy–fuel gas welding, open-flame soldering, brazing, thermal spraying, oxygen cutting, and arc cutting.

Hot Work Hazards

Hot work has the potential to unite all three parts of the fire triangle: oxygen, fuel, and an ignition source.

Oxygen is present in the ambient air. Unsafe practices involving pure oxygen can cause oxygen enrichment (over 22 percent by volume) in the workplace.

Fuel includes anything that can be ignited. Examples of common fuels include the following:

- Construction materials such as wood, plastic, insulation, roofing materials, including those in concealed spaces
- Flammable and combustible liquids or gases such as fuel, paint, cleaning solvents
- Simple combustibles such as rags, paper, cardboard, lumber, furnishings

Ignition sources can be as simple as the hot work itself. Ignition results when any heat source sufficient to ignite a fuel does so. It can occur through the direct or indirect application of heat. *Direct* application of heat includes: welding, cutting and burning. *Indirect* application includes heat conducted through metal surfaces to fuel sources on the other side (e.g., through to the other side of a bulkhead) and sparks travelling to a distant fuel source (e.g., to a pool of liquid or other combustible material).

Case Study: Partnering to Drive Safety

- In March of 2014, a fire in Boston, MA, took the lives of fire fighter Michael Kennedy and Lieutenant Edward Walsh. The cause of the fire was determined to be unpermitted welding, where the workers did not take factors such as high winds and nearby combustible material into account.
- The city of Boston responded by passing an ordinance requiring individuals in certain roles to obtain a hot work safety certificate. The Boston Fire Department and City of Boston’s Inspectional Services Division partnered with NFPA to create a training and certificate program.
- A similar regulation was adopted by Massachusetts, effective July 1, 2018. Other states and jurisdictions are exploring implementing a similar approach.

DID YOU KNOW?

NFPA 51B is required by reference, and therefore, compliance is not optional. OSHA references NFPA 51B in 29 CFR 1910 Subpart Q, and NFPA 1, *Fire Code*, requires compliance with NFPA 51B in Chapter 41 (2018 edition).

Hot-Work Danger: Facts and Figures

When looking at data from 2000-2014, it is clear just how dangerous hot work can be to the public as well as to first responders. The NFPA Research Report, “Structure Fires Started by Hot Work,” found the following statistics.*



*These statistics do not include near miss fire events from improper hot work. Near miss events include those where the fire department was not contacted because the fire watch dealt with the fire event, or those where no open fire resulted but there was localized scorched or charred material following improperly performed hot work.



HOT WORK SAFETY CONTINUED

Ways to Minimize Hot Work Hazards

Use “Recognize, Evaluate, and Control” Process

One process to reduce hot work hazards is called “Recognize, Evaluate, and Control.” This process is covered in NFPA 51B and focuses on the following:

- **Recognize** – Determine if fire risks exist before hot work is started.
- **Evaluate** – Determine if hazards are present, especially hazards that could fuel a fire (flammable and combustible liquids or gases and simple combustibles).
- **Control** – Take appropriate steps to eliminate or minimize the hazards.

The hot work permit helps the permit authorizing individual, hot work operator, and fire watch recognize potential hazards. Areas can be protected with the use of welding pads, blankets, or curtains, clearing combustibles from a 35-foot radius space around the hot work, or moving the hot work to an area free of combustibles.

Identify Alternatives to Hot Work

Hot work hazards can be avoided if there is an alternative method to complete the job. Some options include the following:

- Screwed, flanged, or clamped pipe
- Manual hydraulic shears
- Mechanical bolting or pipe cutting
- Compressed air-actuated fasteners

RESOURCES

- Get free access to NFPA 51B, *Standard for Fire Prevention During Welding, Cutting, and Other Hot Work* at: www.nfpa.org/51B.
- 29 CFR 1910 (Occupational Safety and Health Standards) Subpart Q (Welding, Cutting, and Brazing)
- 29 CFR 1926 (Safety and Health Regulations for Construction) Subpart J (Welding and Cutting)
- ANSI Z49.1, *Safety in Welding, Cutting, and Allied Processes*, 2012

WHAT YOU SHOULD KNOW



If you are a **code official**, you must know and enforce the requirements of NFPA 51B on the building owner.



If you are a **building owner** or **facility manager**, you must have a procedure in place for documenting hot work hazards and for advising all contractors about site-specific potential fire hazards. You also need to know any jurisdiction-specific regulations you need to comply with.



If you are a **contractor** or **someone working on a job site**, you should know the specific combustible hazards within a client property, where manual fire-fighting tools are located, and where hot work is not allowed.

DID YOU KNOW?

Fires can start after the hot work is complete. The fire watch must remain on site for a minimum of 60 minutes to monitor for smoldering fires, per NFPA 51B, *Standard for Fire Prevention During Welding, Cutting, and Other Hot Work* (2019 edition). The permit authorizing individual could require the fire watch to remain on site longer depending on the conditions of the work site.

NEXT STEPS YOU CAN TAKE

- ✓ Download “Structure Fires Started by Hot Work” report
- ✓ Get your hot work safety training and certificate:
 - [Hot Work Safety Certificate Classroom Training](#)
 - [Hot Work Safety Certificate Online Training](#)

▶ **BECOME AN NFPA MEMBER**
FOR MORE OF THESE RESOURCES



IT'S A BIG WORLD.
LET'S PROTECT IT TOGETHER.

This material contains some basic information about NFPA 51B, *Standard for Fire Prevention During Welding, Cutting, and Other Hot Work*. It identifies some of the requirements in NFPA 51B as of the date of publication. This material is not the official position of any NFPA Technical Committee on any referenced topic, which is represented solely by the NFPA documents on such topic in their entirety. For free access to the complete and most current version of all NFPA documents, please go to www.nfpa.org/docinfo. The NFPA makes no warranty or guaranty of the completeness of the information in this material and disclaims liability for personal injury, property and other damages of any nature whatsoever, from the use of or reliance on this information. In using this information, you should rely on your independent judgment and, when appropriate, consult a competent professional.