



City of North Ridgeville

Building Department

7307 Avon Belden Rd, North Ridgeville, OH 44039
Phone: (440) 353-0822 Fax: (440) 353-0823



CONTRACTOR REGISTRATION PACKAGE

By Codified Ordinance No. 1446, all contractors are required to be registered in order to do work in the City of North Ridgeville, Ohio. Contractors are designated in the following categories with fees as indicated:

<u>CATEGORY</u>	<u>INITIAL FEE</u>	<u>RENEWAL</u>	<u>LATE RENEWAL (after 1/31/##)</u>
General Contractor - A	\$ 250.00	\$ 125.00	\$ 250.00
Subcontractor - B	\$ 100.00	\$ 50.00	\$ 100.00
Subcontractor - C	\$ 100.00	\$ 50.00	\$ 100.00

*Renewal fees only effective if registrations are kept current consecutively year after year.

ADDITIONAL REQUIREMENTS FOR ALL CONTRACTORS:

1. Bond in the amount of \$25,000.00. Contractor's Insurance Co. to complete the attached Bond Form. Bond expires on Dec. 31st of the current year.
2. Original Certificate of Insurance with a minimum of \$500,000.00, \$1,000,000.00 liability and \$10,000.00 property damage, with effective and expiration dates, directed to the City of North Ridgeville.
3. Each employee of said Contractor shall be listed with the Regional Income Tax Authority (RITA) for withholding tax purposes.
4. Affidavit showing that applicant has a minimum of two years experience.
5. There is a two (2) day processing period, after receipt of completed application, before a Certificate of Registration will be issued.
6. Check made payable to City of North Ridgeville.
7. All Application paperwork shall be with original signatures.
8. Please download updated permit applications, etc. from our website: www.nridgeville.org

Use this checklist to make sure you have everything:

- Completed Registration Form
- Contractor's Bond Form (use City Bond Form or Continuation Form Only) year must be correct
 - *Company owner or Authorized agent signs as Principal on the Bond Form, (Insurance Co. signs as Surety)
- Certificate of Insurance for Current Year
- Fee (Check payable to City of North Ridgeville)
- Self-Addressed Stamped Envelope (so we can send the registration certificate TO YOU)

The following forms must be submitted with original signatures (no stamp).

(ALL forms must be signed by the same person)



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CITY ORDINANCE PERTAINING TO CONTRACTOR REGISTRATION

1446.02 REGISTRATION REQUIRED; CLASSIFICATION OF CONTRACTORS.

Any person, firm, corporation, partnership, or combination thereof, engaged as a contractor, as classified, shall be required to register with the City and shall be subject to the provisions of this chapter.

1446.05 REVOCATION OF REGISTRATION.

Registration may be revoked or suspended by the Chief Building Official for the following reasons: a) Violation of the provisions of this chapter or any other provision of this Building and Housing Code; b) Misrepresentation of material facts in order to become registered, or in the renewal of registration; c) Failure to secure permits, inspections and approvals required by this Building and Housing Code and regulations of the Building Department; d) Use of registration to obtain a permit for another; e) Failure or refusal to correct a violation of this Building and Housing Code within a prescribed period of time or to correct incompetent work as ordered by the Chief Building Official; f) Unethical business practices, conviction involving moral character or when revocation is deemed necessary in the public interest; g) For any valid reason adversely affecting the health, safety and welfare of the citizens of the City. (Ord. 517-69. Passed 2-3-69.)

1446.99 PENALTY.

Whoever violates any of the provisions of this chapter is guilty of a minor misdemeanor and shall be fined not more than one hundred dollars (\$100.00) for each offense. A separate offense shall be deemed committed each day during or on which a violation occurs or continues. (Ord. 2606-91. Passed 12-23-91.)



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CONTRACTOR REGISTRATION FORM

INITIAL APPLICATION

RENEWAL APPLICATION

NAME OF COMPANY: _____

OWNER / AUTHORIZED AGENT: _____

ADDRESS OF COMPANY: _____

CITY, STATE, ZIP CODE: _____

PHONE NUMBER: _____ FAX NUMBER: _____

FEDERAL TAX I.D. NUMBER: _____

E-MAIL ADDRESS: _____

Application is hereby made for a Certificate of Registration as:

- General Contractor A** **Subcontractor B** **Subcontractor C**

GENERAL CONTRACTOR A - any tradesman who engages in construction or improvements in more than one trade.

SUBCONTRACTOR B – any tradesman who engages in construction or improvements in one trade category as listed below (Please Check all that apply).

<input type="checkbox"/> CARPENTRY - Woodworking, siding, roofing, windows.	<input type="checkbox"/> IRON WORK - Structural and ornamental
<input type="checkbox"/> DECORATING - Paper hanging, interior & exterior painting	<input type="checkbox"/> LANDSCAPERS - Installation of plantings, grading
<input type="checkbox"/> MASONRY - Block and brick laying, concrete flat work, concrete walls, cement work	<input type="checkbox"/> EXCAVATORS - Sanitary sewer, storm sewer, general excavation
<input type="checkbox"/> ELECTRICAL - Electrical	<input type="checkbox"/> FENCES - Fencing
<input type="checkbox"/> PLUMBING - Plumbing	<input type="checkbox"/> SWIMMING POOLS - Above ground and in ground
<input type="checkbox"/> HVAC - Heating and Air Conditioning	<input type="checkbox"/> GLAZIERS - Windows & other glass work
<input type="checkbox"/> FLOOR COVERING - Tile, carpeting, floor finishing	<input type="checkbox"/> WALL COVERING - Drywall, taping, plastering & lathwork
<input type="checkbox"/> SIGN ERECTORS Painting, erecting	<input type="checkbox"/> OTHER: _____

SUBCONTRACTOR C – any tradesman who engages in construction or improvements such as repairs, alterations, reconstruction, appliance installation, or work other than new construction or replacement.

APPLICANT NAME (please print): _____

APPLICANT SIGNATURE: _____ DATE: _____

APPROVED BY: _____ DATE: _____



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CONTRACTOR'S BOND

Bond No. _____

KNOW ALL MEN BY THESE PRESENTS:

THAT I, _____, as **PRINCIPAL** and _____ as **SURETY**, are firmly bound and held unto the city of North Ridgeville, Ohio, as municipal corporation, organized under the laws of the state of Ohio, in the penal sum of TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00), pursuant to the North Ridgeville Codified Ordinances, to be paid to the city of North Ridgeville, Ohio, aforesaid, its successors, and assigns, or which payment will and truly be made, we bond ourselves, our heirs, executors, administrators, successors and assigns jointly and severally, firmly by these presents.

Sealed with our seals, for the year _____

THE CONDITION of the above obligation is such that whereas the said principal on the above date was duly registered by the Chief Building Official of the city of North Ridgeville, Ohio, for the period until December 31st of said year, to engage as a contractor in the city of North Ridgeville to perform work under the provisions of the Codified Ordinances of the city of North Ridgeville and any other ordinance or resolution relating thereto, and any of the rules or regulations which may from time to time be established by the city of North Ridgeville, including but not limited to requirements of the various Building Codes, the Ohio Revised Code, the Ohio EPA and the Lorain County Health District and other related agencies are made a part of this Bond as though set forth herein, all now or hereinafter having power and authority to regulate the construction, demolition and other such activity related to buildings and structures within the city of North Ridgeville.

NOW if the said principal shall perform all things required and prescribed by the requirements as stated above; then this obligation shall become void, otherwise the same shall remain in full force and effect, it being expressly understood and agreed that the liability of the surety for any and all claims hereunder shall in no event exceed the amount of this obligation as herein stated. This bond shall be in effect for the work performed under this bond, for the year the bond was issued, or until the completion of said project(s) or activities pursuant to all requirements of the City. A continuation certificate or new bond shall be tendered as necessary to maintain the bond in effect for the period specified on this form.

Principal: _____ Print Name _____ Date: _____

Surety: _____ Print Name _____ Date: _____

Power of Attorney: _____

STATE OF OHIO)
) SS.
LORAIN COUNTY)

AFFIDAVIT

In order to establish a minimum of two (2) years of practical experience in the building trades or two (2) years technical training in an accredited school. Please list pertinent experience and training received, education and employment history:

References: Two (2) cities where previously registered, licensed or inspected work has been done, or (2) letters of reference for new companies.

City: _____ Phone: _____ Address: _____
City: _____ Phone: _____ Address: _____

I am able to supply further references upon request: Yes / No

I / We do hereby certify that I / We have read the applicable provisions of the Codified Ordinances of the City of North Ridgeville, that I / We are fully aware of the requirements of the same, and that any misrepresentation of date or facts will cause a refusal of Certificate of Registration or revocation of Certificate when issued and that I / We shall abide by all rules and regulations as required.

The undersigned applicant for registration as Contractor A, B or C in the City of North Ridgeville, Ohio, does hereby solemnly swear that the information provided within this document is both true and correct.

Signature of Applicant _____ Print Name _____

Sworn to before me and signed in my presence this _____ day of _____, 20____ .

Notary Public _____