

New Contractor Registration Form

BUILDING DIVISION



SUBMITTAL CHECKLIST

All contractors must be registered to do work in the City of North Ridgeville. Before a contractor registration certificate will be issued, the following must be submitted with original signatures (no stamp):

- ✓ Completed New Contractor Registration Form;
- ✓ Contractor's Bond for current year, with Owner/Authorized Agent signature as Principal and Insurance Company signature as Surety;
- ✓ Certificate of Insurance with a minimum \$500,000, \$1 million liability, \$10,000 property damage with effective and expiration dates, directed to the City of North Ridgeville;
- ✓ Affidavit showing contractor has a minimum two (2) year of experience;
- ✓ Application Fee (checks payable to City of North Ridgeville); and
- ✓ Self-Addressed Stamped Envelope, if you would like the registration certificate mailed to you.

CONTRACTOR INFORMATION

Name of Company

Owner/Authorized Agent

Address

City, State, Zip

Phone

Fax

Email address

Federal Tax ID Number

FEE SCHEDULE

*Discounted renewal fees are only applicable if contractor keeps registrations current consecutive year after year.

New Registrations and Renewals after January 31		Renewals* by January 31	
General Contractor A	\$250	General Contractor A	\$125
Subcontractor B and C	\$100	Subcontractor B and C	\$50

CONTRACTOR CATEGORIES (CHECK ONE)

☐ 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 indicated below.

- ☐ CARPENTRY - Woodworking, siding, roofing, windows
- ☐ DECORATING - Paper hanging, painting
- ☐ MASONRY - Block and brick laying, concrete flat work, concrete walls, cement work
- ☐ ELECTRICAL - Electrical
- ☐ PLUMBING - Plumbing
- ☐ HVAC - Heating and Air Conditioning
- ☐ FLOOR COVERING - Tile, carpeting, floor finishing
- ☐ SIGN ERECTORS - Painting, erecting

- ☐ IRON WORK - Structural and ornamental
- ☐ LANDSCAPERS - Installation of plantings, grading
- ☐ EXCAVATORS - Sanitary sewer, storm sewer, general excavation
- ☐ FENCES - Fencing
- ☐ SWIMMING POOLS - Above ground and in ground
- ☐ GLAZIERS - Windows and other glass work
- ☐ WALL COVERING - Drywall, taping, plastering, lathwork
- ☐ 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.

AUTHORIZATION

Owner/Authorized Agent Signature and Date

City Approval Authorized Signature and Date

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 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: _____

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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 where work has been done, or two (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: _____

Printed Name: _____

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

Notary Public _____