

APPLICATION FOR CONTRACTOR REGISTRATION

SECTION 1309



**CITY OF EASTLAKE
BUILDING DEPARTMENT
35150 LAKESHORE BLVD.
EASTLAKE, OHIO 44095
PHONE (440) 951-1416
FAX (440) 975-4280**

OFFICE USE ONLY

DATE APPROVED: _____

ISSUED BY: _____

NUMBER OF REGISTRATIONS _____

\$ 100.00 PER REGISTRATION \$ _____

REGISTRATION NUMBER: _____

BOND _____ INS. _____

W.C _____ STATE _____

Type or print ALL information in ink. Applicant to complete both sides of this application. Incomplete applications will be returned and will delay processing. The Eastlake Building Department does not enforce deed restrictions, covenants, or subdivision regulations.

CONTRACTOR INFORMATION

APPLICATION DATE: _____ Check Box If Renewal Check Box If New

Company Name: _____ Owner/President Name: _____

Owner Address: _____ Business Phone: _____

City: _____ State: _____ Zip: _____ Payroll Officer Name: _____

Social Security # _____ Corporation Partnership Proprietorship Individual

COMPLETE THE FOLLOWING IF A CORPORATION:

President Name: _____ Federal I.D #: _____

Vice President Name: _____ Secretary Name: _____

When Incorporated: _____ In What State: _____

The following registration for contractors REQUIRES State Licensing. Attach copy and indicate number:

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

The following registrations do not require State Licensing:

- General Swimming Pool Siding Handy Man
- Carpenter Concrete/Masonry Glazing Sign
- Excavating Security alarm Fence Painting
- Paving Low Voltage Landscape Roofing
- Insulation Waterproofing Demolition
- Plaster/drywall Tree Service Exterior Sewer
- Other _____

(Enclose \$ 100.00 and a separate bond for EACH registration)

DEFINITIONS:

GENERAL CONTRACTOR: Any individual, firm, co-partnership, corporations, association or other organizations, or any combination thereof, who or which by himself or itself, or by or through others, construction, alters, repairs, adds to, subtracts from, reconstruction or remodels any building, structure or appurtenances thereto, or who to which undertake or offers to undertake, or purports to have the capacity to undertake or submits a bid to do so.

SUBCONTRACTOR: Any individual, firm, co-partnership, corporation, association or other organization, or any combinations thereof who or which by himself or itself or by or through others, undertake excavation, installation of foundations, constructs or installs any plumbing, H.V.A.C, electrical, roofing, siding, gutters, and downspouts, landscapes or participates in any phase of construction or purports to have the capacity to undertake or submits a bid to do so. All contractors or subcontractors shall be required to register with the Building Department according to the provisions of this Chapter 1309, as a condition of doing business in the City of Eastlake.

THE FOLLOWING IS A CHECKLIST OF THE REQUIRED FORMS AND INFORMATION:

- a. Completed and **SIGN** application, both sides.
- b. \$15,000 bond with Power of Attorney (or Continuation Bond if a renewal).
- c. We do not have our own bond form. Original required.
- d. Certification of insurance (Minimum \$500,000 Bodily & \$500,000 Property)
- e. City of Eastlake named as certificate holder.
- f. Bond term must be dated Jan. 1 through Dec. 31.
- g. A separate bond is required for each registration.
- h. \$100.00 registrations fee, for **EACH** registration.
- i. Current copy of State of Ohio Worker’s Compensation Certification.
- j. Self addressed stamped envelope when applying through the mail.
- k. **DO NOT SEND CASH.** Make Checks Payable to: City of Eastlake

One application form may be used for multiple registrations but a separate bond shall be required for each registration indicated on the application form.

All heating, ventilation and air conditioning contractors, refrigeration contractors, electrical contractors, plumbing contractor and hydronics contractors shall provide the Building Department with copies of their Licenses from the State of Ohio. Contractors engaging in fire protection work shall provide copies of their certificate from the State Fire Marshall’s Office.

Complete the following for all new or renewal general and subcontractor registrations:

What is the construction experience of the applicant? Years: _____ Capacity: _____

How many years in business under the present business name? _____

Did you own or operate another business in the past?

No Yes If YES, Name of business _____

Do you have any past or pending court actions regarding any businesses that you owned or operated?

No Yes If YES, specify _____

Have you, an officer, or partner ever fail to complete work that’s been awarded to you or your company?

No Yes If YES, specify in detail, include names, addresses of parties involved, and reason for not completing work. _____

Has your license ever been revoked or suspended?

No Yes If YES, specify in detail, include city: _____

List two other municipalities you are registered in: _____

I have read and completed both sides of this application. The acceptance of this contractor registration herein applied for shall constitute an agreement on my/our part to abide by all conditions herein contained and also to comply with all ordinances set forth by the City of Eastlake, and the laws of the State of Ohio relating to the work to be done thereunder and said agreement is a condition of said registration. I also understand my registration may be revoked for failure to call for inspections.

Signature of:

OWNER/PRESIDENT: _____ **PRINT NAME:** _____

INDIVIDUAL: _____ **DATE:** _____

COMPLETE BOTH SIDES