



### Contractor Registration Application

Year submitting payment for \_\_\_\_\_ Registration # \_\_\_\_\_

Demolition    Electrician    Excavator    General Contractor    Mechanical/HVAC/gas    Roofer

Sign    Gas Line    Remodeler/Home Maintenance    Other \_\_\_\_\_

Business Name \_\_\_\_\_ Contact Name \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

State # \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Commercial projects \* must have state license for: Electrical, HVAC, Refrigeration, Plumbing, Hydronic**

\*commercial/business owners are not permitted to do their own work on the following trades (must have state license contractor): electrical, HVAC, refrigeration, plumbing and hydronic

I hereby agree to save, indemnify and hold harmless the City against any and all liabilities, judgments, damages, costs and expenses which may in any case accrue against the City in consequence of the granting of any registration or which may arise from operations under such person directly or indirectly employed by them. Any registration may be revoked for incompetence, non-compliance, safety violations, violations of the Codified Ordinances, or other City Codes.

**FEE** - \$75.00 fee regardless of number of services checked above, checks made payable to the **City of Delaware**. If paying cash all required paperwork must be submitted and must be exact cash. Payment expires December 31<sup>st</sup> of each year. You must have **INSURANCE- CHECK- BOND**(if required)-STATE LIC information(if required) to receive your registration.

**LIABILITY INSURANCE REQUIREMENTS** - For all registrations, the insurance requirements are as follows: Evidence of comprehensive general liability coverage, including premises and operations, products and completed operations coverage with minimum policy limited of \$300,000 combined single limit or \$300,000 bodily injury and \$300,000 property damage. A Certificate of Liability Form must be submitted with this application and the **Certificate Holder** must be the **City of Delaware, ATTENTION PLANNING DEPARTMENT**, 1 South Sandusky Street, Delaware, OH 43015.

**BOND REQUIREMENTS** - For **demolition and excavation registrations only**, a Permit Bond of at least \$5,000 will be required. Higher limits may be established by the City's Risk Manager. Said bond must be issued by a surety company authorized to do business in the State of Ohio. The bond will be conditioned that such person will guarantee proper execution and completion of the work authorized by any permit issued under such registration, and will perform said work to the satisfaction of the City; and will strictly comply with the conditions and provisions of the City.

**GENERAL CONTRACTOR** - means those persons or companies in the business of doing construction **inclusive** of the mechanical trades being performed by them.

**REMODELER/HOME MAINTENANCE** - means those persons or companies in the business of doing additions, rehabilitation and remodeling, with limited electrical and HVAC involved.

**MECHANICAL CONTRACTOR** - means those persons or companies in the business of performing the mechanical trades ( electrical and HVAC) throughout a structure.

**ELECTRICIAN** - means those persons or companies in the business of installing, repairing, updating or maintaining or updating electrical systems throughout a structure.

**HVAC** - means those persons or companies in the business of installing, repairing, updating or maintaining heating, ventilating and air conditioning systems throughout a structure.

**SIGN** - means those persons or companies in the business of installing, repairing, maintaining or updating signs.

**ROOFER**

**EXCAVATOR** - means those persons or companies in the business of installing sewer laterals and doing general excavation and grading types of operations. See bond requirements above.

**DEMOLITION** - means those persons or companies in the business of removing or tearing down structures & removing materials from the site. See bond requirements above.

**GAS** - means those persons or companies in the business of installing, repairing, updating or maintaining natural gas lines throughout a structure.

## THINGS YOU SHOULD KNOW ABOUT YOUR LICENSE:

#1-Your License can only be assigned to one company.

#2-This license is for commercial contractors in the 5 specialty trades (Electrical, HVAC, Refrigeration, Plumbing, and Hydronics)

#3-This is a license. It is not transferable to someone else. You obtained the license based on your qualifications.

#4-You cannot use your license to pull permits for your unlicensed competitors.

#5-If you use your license to pull a permit, you must be the contractor in charge of the project and be readily available to speak with OCILB investigators if necessary.

#6- All employees must be on your payroll. You may be asked to prove their employment by supplying certified payroll, W4's, and W2's and should always be prepared to supply the above if asked by an investigator from OCILB.

#7-If you subcontract to any of the 5 specialty trades by 1099, they are then designated as independent contractors and must be licensed.

#8-A copy of your license must be posted on all of the jobs you do so the investigators can check when they come on site.

#9-Your license number must be displayed on all advertisements, i.e., vehicle, business cards, letterheads, telephone directory ads, internet ads, newspaper ads, etc. (If your company name is not on your vehicle, then it is not an advertisement and does not have to be displayed). On vehicles the license number shall be displayed as OH LIC \_\_\_\_\_, and must be on at least two sides and be at least two inches in height.

#10-If you leave the company your license is assigned to, you must wait 90 days from the date OCILB is notified in writing to reassign your license to another company. The reassignment does not start when you leave the company, it starts the date OCILB is notified. Or, if you obtain a letter from the previous company releasing you of the 90 days, you may reassign your license immediately.



# DO NOT RELEASE PERMIT UNTIL ALL CONTRACTOR ARE REGISTERED

List of subcontractors must be provided when submitting permit. All contractors must be registered before the permit will be released. List can be emailed or faxed to [planninganddevelopment@delawareohio.net](mailto:planninganddevelopment@delawareohio.net) or 740.203.1699. Commercial electrical, HVAC, Refrigeration, Plumbing and Hydronics contractors must have state license.

Project address : \_\_\_\_\_

Project name/business name: \_\_\_\_\_

<b>Contractor Name</b>	<b>Email Address</b>	<b>Address</b>	<b>Phone number</b>
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**GENERAL CONTRACTOR**

\_\_\_\_\_

**REMODELER/HOME MAINTENANCE/Frame**

\_\_\_\_\_

**MECHANICAL CONTRACTOR**

\_\_\_\_\_

**ELECTRICIAN**

\_\_\_\_\_

**HVAC**

**SIGN**

**ROOFER**

**EXCAVATOR**

**DEMOLITION**

**GAS**

**Misc**

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