

## 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.