



40 Severance Circle  
Cleveland Heights, OH 44118  
216-291-4900 / FAX 216-291-4421

## REQUIREMENTS FOR OBTAINING A CONTRACTOR'S REGISTRATION

- **Complete application.** (Please TYPE OR PRINT.) *The owner of the Company must sign the application as well as the bond form.* All requested information must be provided. Knowingly providing false or inaccurate information can result in registration being denied or revoked and/or other legal action (Codified Ordinances 1317.08, 525.02).
- **Bond in the amount of \$10,000** must be filed with application. **Our bond form must be used. Bond form must be approved by the Law Department. Bond submitted must be original and have an embossed seal or stamp from your Bonding Company.**
- **Certificate of Insurance(s)** evidencing insurance in the amount of one hundred thousand dollars (\$100,000.00) per person and three hundred thousand dollars (\$300,000.00) per occurrence for bodily injury, and fifty thousand dollars (\$50,000.00) per occurrence for property damage; **nam<sup>ing</sup> the City of Cleveland Heights as a CERTIFICATE HOLDER AND ALSO AS ADDITIONALLY NAMED INSURED;** (ADDITIONALLY NAMED INSURED MUST BE **TYPED OUT** ON YOUR CERTIFICATE OF LIABILITY INSURANCE OR YOUR INSURANCE WILL NOT BE ACCEPTED), together with a valid commitment from the applicant's insurance carrier, which must be authorized to do business in the State, **that the Municipality shall be given TEN DAYS (10) written notice before cancellation, lapsing or voiding of any such policy. The word "endeavor" or "try" must be deleted from your Certificate of Insurance, in the cancellation clause, by your insurance company. Also, language releasing the insurance company from liability for failure to give such notice is not permitted and must also be deleted. If your insurance company is unable to change this wording, an insurance endorsement form is attached.**
- **Qualification Certificate(s)** are issued by The Ohio Construction Industry Examining Board, for applicants seeking to be registered as ELECTRICIANS, PLUMBERS, HVAC, REFRIGERATION, FIRE SUPPRESSION/ALARM CONTRACTORS. **Registration for specific trades must be accompanied by a State License. YOU MUST BRING A COPY OF YOUR STATE LICENSE WHEN REGISTERING.** *General Contractors need no such certificate, but will not be issued permits for any of these specific trades.*
- **One-hundred and fifty dollars (\$150) application fee per trade, (\$100) for each additional trade.**
- **Self-addressed, stamped envelope if requesting to return a copy of your registration by mail.**

*Applications not accompanied by required bond (original and signed), insurance certificate, or other required information or documents, will be returned.*

**REGISTRATION EXPIRES DECEMBER 31 AND MUST BE RENEWED ANNUALLY.**

(A complete copy of the Registration Ordinance is available upon request.)

**SEE REVERSE FOR CONDITIONS UNDER WHICH REGISTRATION  
MAY BE DENIED OR REVOKED...**

**PERMIT HOURS: 8:30 a.m. – 3:30 p.m.**

### **1317.08 REVOCAION OF REGISTRATION**

The Building Commissioner may disapprove or revoke any registration or renewal thereof issued under provisions of this chapter for good cause and including but not limited to one or several of the following reasons:

- (a) Misrepresentation of a material fact by the applicant in obtaining the registration or renewal thereof;
- (b) The use of the registration by the registrant in obtaining a building permit for work to be performed by a contractor or building other than the registrant;
- (c) Failure to abate a violation or noncompliance with any provision of any applicable code or ordinance of the City within the time specified in the written notice of such violation or noncompliance;
- (d) Commencing work for which a permit is required without first obtaining such permit;
- (e) Abandonment or failure to perform, without justification, any project undertaken by the contractor;
- (f) Failure to honor any written warranties or guarantees;
- (g) Cancellation of the required bond or Certificate of Insurance;
- (h) Engaging in a course of conduct calculated to induce owners and/or tenants of property or their authorized agents, to enter into a contractual relationship for labor and/or materials through misrepresentation of labor costs or through misrepresenting that the materials and/or specifications used comply with all applicable ordinances of the City; or
- (i) Other acts not specifically set forth, when, in the determination of the Building Commissioner, such acts are detrimental to the general welfare of the citizens of the City.