



CONTRACTOR AND SUBCONTRACTOR REGISTRATION

Building Department

Contractor Registration Fee: \$100.00

Registration Requirements

Per Chapter 1444 of the Codified Ordinances of the City of Maple Heights, Ohio, contractors and subcontractors are required to be issued a Certification of Registration prior to performing construction work within the City limits.

1. A completed "Contractor Registration Application"
 - a. Copy of ID (Driver's License or State ID) must be attached.
2. A completed "Registration for City Income Tax"
3. A **\$100.00 registration fee for each license** (HVAC/Plumbing/Electrical/General/Fire Alarm, etc.) for the year or any portion thereof. Registration is valid for the calendar year starting January 1, or any date thereafter during the year, and expires December 31 of the same year. Checks should be made payable to "The City of Maple Heights."
4. A Contractor bond in the amount of **\$25,000** dated January 1, or any date thereafter during the year, and expires December 31 of the same year. We accept whatever bond forms your insurance company uses. For contractors working in more than one classification, their bond must state each classification.
 - a. For companies registering in December of current year, the bond may be dated anytime during this month through December 31 of the following year. There will be no additional registration charge.
5. A Certificate of Insurance, for the following, with the City of Maple Heights, listed as additionally insured:
 - a. Public Liability - \$100,000/\$300,000
 - b. Property Damage- \$100,000/\$300,000
6. A copy of Worker's Compensation Certificate
7. Electrical, Plumbing, HVAC, Hydronics and Sprinkler contractors shall submit a copy of: *State Contractor license from OCIEB (Ohio Construction Industry Examining Board)*

Registration Application will not be processed and no permits will be issued without a license.

8. Fire protection contractors shall submit a copy of a State Certification
9. Asbestos contractors shall submit a copy of a State Certification
10. A self-addressed, stamped envelope

The above applies to contractors, subcontractors, and specialty contractors whose operations as such are the performance of construction work requiring skill and whose principal contracting business involves the use of specialized building trades or crafts.

Registered Contractors Guidelines

1. Permits must be obtained before proceeding with any work. A permit will be issued to registered contractors **only**.
2. All inspections should be scheduled at least 48 hours in advance.
3. Licensed personnel shall be fully and completely responsible for all work they are supervising and assuring that all work is done pursuant to the relevant codes, laws and drawings as approved by the Building Official.
4. Property owners shall not obtain any permit for a contractor or subcontractor.
5. A workmanship ordinance is in effect in the City of Maple Heights and will be enforced.
6. Paving contractors shall obtain permits prior to paving any sidewalk, apron or tree lawn and before proceeding with any work. In these areas, concrete only is permitted 4" minimum thickness for public sidewalks and 6" minimum thickness for driveway aprons and sidewalks adjacent to the apron. Topping shall not be permitted. Concrete permits require a pre-pour and a final inspection to close.
7. **Concrete Contractors only:** No contractor shall allow cement trucks to wash-out into the catch basins. Any contractor violating this rule shall be billed for the cleaning of the catch basin.

Any contractor performing work prior to being registered will incur an additional fee. Work performed prior to obtaining a permit will result in a stop work order plus additional fees, as permitted by law.



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Company Information

Company Name: _____

Category (or trade) of Contractor: _____

Chief Executive Officer Name: _____

Chief Financial Officer Name: _____

Applicant's Name & Title: _____

Mailing Address (No PO boxes): _____

Office Phone: _____ Cell Phone: _____

Years in Business: _____ Years in Trade: _____

Federal ID Number: _____ Worker's Comp. Risk Number: _____

Has your license ever been suspended or revoked? Yes No

If yes, please explain: _____

Have you ever been convicted of a Building Code Violation? Yes No

If yes, please explain: _____

Are you Lead Based Certified? Yes No

Acknowledgement & Signature

I do hereby certify that I am familiar with the requirements of the applicable building codes, laws, and ordinances; that during the past year all required permits have been obtained and that all violations of the building codes have been corrected. I further understand that misrepresentation of statement or fact may be cause for revocation of said License.

Signature: _____ Date: _____

Print the name(s) of all other employees who are allowed to pull permit(s) (use back if more room is needed):
Please note: A copy of each additional employee's State Issued ID must also be submitted.

Name: _____ DL#/State ID#: _____

Name: _____ DL#/State ID#: _____



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City Income Tax Registration

To be completed by companies or persons doing business in or with the City of Maple Heights

Company Name: _____

Company Address: _____

City: _____ State: _____ Zip: _____

Mailing Address (No PO Boxes): _____

City: _____ State: _____ Zip: _____

Applicant's Name: _____

Federal Tax Identification Number: _____

Driver License Number (required): _____

Type of work to be performed (describe): _____

I acknowledge that I must withhold from employees any tax due for work performed, and that these taxes are to be allocated to the City of Maple Heights. (If no employees will be working, a list of subcontractors MUST be attached.) **Please initial:** _____

I acknowledge that IF my Company is located in the City of Maple Heights, I must pay my net profits tax to the City of Maple Heights: **Please initial:** _____

A General Contractor MUST supply the names and addresses of all subcontractors, along with their Federal Identification Number or their Driver's License/State ID Numbers:

Name: _____ Federal ID#/DL#/State ID#: _____

Name: _____ Federal ID#/DL#/State ID#: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Permits will only be issued after receipt of this completed form and all other required paperwork.