



## **Maple Heights Building Department** **Contractor & Subcontractor Registration**



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

### The Following is required for registration:

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.

**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.**



**Maple Heights Building Department**  
**Contractor & Subcontractor Registration**



**PLEASE READ: The following are mandatory requirements for contractors/subcontractors**

- 1 Permits must be obtained before proceeding with any work. A permit will be issued to registered contractors ONLY.
- 2 Electrical and plumbing inspections should be scheduled at least 48 hours in advance. All other inspections should also be scheduled at least 48 hours in advance.
- 3 Inspections by the City Engineer or by Quality Control Inspection, Inc. shall be arranged at least 48 hours in advance.
- 4 Licensed personnel shall be fully and completely responsible for all work he/she is supervising and assuring that all work is done pursuant to the relevant codes, laws and drawings as approved by the Building Official.
- 5 Property owners **shall not** obtain any permit **for** a contractor or subcontractor.
- 6 A Workmanship ordinance is in effect in the City of Maple Heights and will be enforced.
- 7 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.
- 8 Concrete Contractors: 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.
- 9 Work performed prior to obtaining a permit will result in a stop work order plus a **double fee,** as permitted by law.

**If you have any questions, please call the Building Department at 216.663.4094 between the hours of 8:30am and 4:00pm. Please note that the Building Department is closed between the hours of 12:00pm-1:00pm Monday-Friday and paperwork is not processed after 4:00pm.**



**City of Maple Heights, Ohio**  
**Department of Building**  
**5353 Lee Road**  
**Maple Heights, Ohio 44137-2574**  
**Office: 216.663.4094 Fax: 216.587.9094**



**Contractor Registration Application**

In accordance with the requirements of the Codified Ordinances of the City of maple Heights, Ohio, the undersigned does hereby make application for License as a Contract, and in consideration of said license submits the following:

Company Name: _____	
Category (or trade) of Contractor: _____	
Chief Executive Officer Name	Chief Financial Officer Name
CEO Driver's License#/State ID#: _____	CFO Driver's License #/State ID#: _____

Applicant's Name & Title: \_\_\_\_\_

Mailing Address (no PO Boxes): \_\_\_\_\_

\_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Years in Business: \_\_\_\_\_ Years in Trade: \_\_\_\_\_

Federal ID Number: \_\_\_\_\_ Worker's Comp. Risk Number: \_\_\_\_\_

Have you ever has a license 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**

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.

X \_\_\_\_\_ Date: \_\_\_\_\_

Signature

Print the name(s) of all other employees who are allowed to pull permit(s) *(use back if more room is needed)* :

Name: \_\_\_\_\_ DL#/State ID#: \_\_\_\_\_

Name: \_\_\_\_\_ DL#/State ID#: \_\_\_\_\_

## 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#: \_\_\_\_\_  
Name: \_\_\_\_\_ Federal ID#/DL#/State ID#: \_\_\_\_\_  
Name: \_\_\_\_\_ Federal ID#/DL#/State ID#: \_\_\_\_\_

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

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

**Maple Heights Finance Department**  
**5353 Lee Road, Maple Heights, Ohio 44137**  
**Office: 216.662.6000 Fax: 216.663.3483**