



5827 Highland Road Highland Heights, OH 44143 (440) 442-7403 (440) 473-1994(Fax)

www.highlandhts.com

APPLICATION FOR CONTRACTOR REGISTRATION/RENEWAL OF REGISTRATION INSTRUCTION AND CHECKLIST

All persons/companies doing work in the City of Highland Heights must be registered with the City as required by Chapter 1313 of the Codified Ordinances. Attached is the registration application form.

Use the following checklist to ensure accurate completion of the application:

- PAYMENT – Cash or Check. Checks made payable to the City of Highland Heights as follows:

GENERAL CONTRACTORS - \$200.00

SUB-CONTRACTORS - \$ 100.00

- CONTRACTOR CATEGORIES – Those engaging in work as a registered contractor, either by hire, contract or subcontract, shall be registered for each classification type.
- CERTIFICATE OF INSURANCE – Insurance for bodily injury in the amount of \$100,000 to \$300,000 and for property damage in the amount of \$50,000 minimums. The City of Highland Heights must be listed as additionally insured on the certificate.
- RITA – Complete the Regional Income Tax Agency Business Registration form and submit with your application. For questions regarding this form, call RITA at 440-526-0900.
- STATE OF OHIO CONTRACTOR LICENSES - Those engaged in Electrical, HVAC, Refrigeration, Plumbing, Hydronic, Fire Suppression and Security / Fire Alarm Systems have to submit copies of current State of Ohio License (s).

YOU ARE RESPONSIBLE FOR OBTAINING A BUILDING PERMIT FOR EACH ADDRESS YOU WORK AT IN THE CITY OF HIGHLAND HEIGHTS.



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APPLICATION FOR CONTRACTOR REGISTRATION AND RENEWAL OF REGISTRATION

I do hereby apply for registration to operate as a _____ contractor within the corporation limits of Highland Heights, Ohio.

(Company Name – Please Print)

(Name of applicant – Please print)

Business Address: _____
(Office Address – Street, City, Zip code)

Email Address: _____

Business Phone: _____ Cell Phone: _____

Renewal: Yes _____ or New _____

Highland Heights Contractor Registration Number

OCLIB License Number and Expiration Date

Federal Identification Number

Has your license/registration in any municipality or State of Ohio ever been suspended/revoked? _____

If so, give date, and location _____

I hereby certify I will abide by the ordinances of the City of Highland Heights State Building Code. I am fully aware of the requirements of the same. Any misrepresentation of data or facts will be cause for refusal of registration or revocation of registration when issued.

Signature of Applicant/Date

Building Official