



**NON-MECHANICAL REGISTRATION
APPLICATION**
PUBLIC SERVICE & BUILDING DEPARTMENT

CITY OF WHITEHALL
360 S. Yearling Road
Whitehall, Ohio 43213
614-237-8612
Building-Department@whitehall-oh.us
www.whitehall-oh.us

WHITEHALL CONTRACTOR REGISTRATION INSTRUCTIONS
GENERAL, SIGN, LOW VOLTAGE ELECTRIC

You must provide all the information to become registered:

- \$100 fee for each registration type
- \$25,000.00 Original Bond for first time registrants (must have seal and payable to the City of Whitehall and date issued and expiration date) and enclosed bond form to be completed by insurance company. For registration renewals, a Continuation Certificate may be filed instead of an Original Bond (bond number must be on Continuation Certificate and match prior bond number).
- Current Certificate of Liability Insurance in the amount of \$500,000.00
- New registrants must also register with the City of Whitehall Tax Department by filing a Business Registration form (included in this packet). For questions regarding the Business Registration form, please call our Tax Department at 614-237-9803.

**All City of Whitehall Contractor Registrations expire one year from the date approved.
Contractors applying for multiple registrations require an application and \$100 fee for each
registration.**

We accept cash, money orders or checks payable to the City of Whitehall and credit/debit card over the phone.

E-mail all completed forms to: **building-department@whitehall-oh.us**. Please note, if sending an original bond, please mail or deliver the physical copy.

Mail or deliver all completed forms and checks to the following:

**CITY OF WHITEHALL
ATTN.: BUILDING DEPT.
360 S. YEARLING RD.
WHITEHALL, OHIO 43213**

NON-MECHANICAL REGISTRATION APPLICATION

STATE OF OHIO LICENSE NOT REQUIRED

- ☐ GENERAL
- ☐ SIGN - COSA# _____
- ☐ LOW VOLTAGE ELECTRIC

**GENERAL CONTRACTORS MAY, BUT ARE NOT LIMITED TO:
ROOFING, SIDING, ASPHALT, CONCRETE, DEMOLITION, FENCING, DECK, ETC.;**

The undersigned hereby registers with the Whitehall Building Inspector to work within the corporate limits of the City of Whitehall, Ohio in accordance with the provisions of Chapter 1305(b) of the Codified Ordinances, City of Whitehall.

The undersigned Contractor states that by experience he/she, and persons employed by the Company named below are qualified to work in the specialized field as registered.

The undersigned states that he/she is licensed to install and/or repair in conformity with the current issue of the City Code and he agrees to install and/or repair all work done by him in a manner to comply with all applicable building codes and codified ordinances of the City. All General Contractors must provide City with list of all sub-contractors hired by the General Contractor.

NO WORK MAY BEGIN BEFORE ACQUIRING PERMIT(S)

CONTRACTOR MUST COMPLETE ALL INFORMATION LISTED BELOW (PLEASE PRINT):

OWNER'S NAME:

COMPANY NAME:

ADDRESS:

CITY:

STATE:

ZIP:

----------------------	----------------------	----------------------	----------------------

BUSINESS PHONE:

CELL PHONE:

----------------------	----------------------

E-MAIL:

CONTRACTOR MUST REGISTER WITH THE CITY OF WHITEHALL TAX DEPARTMENT

FEDERAL ID#:

REGISTRANT SIGNATURE:



PUBLIC SERVICE & BUILDING DEPARTMENT

CITY OF WHITEHALL

360 S. Yearling Road

Whitehall, Ohio 43213

614-237-8612

Building-Department@whitehall-oh.us

www.whitehall-oh.us

To cover Contractors engaged in repairs and/or construction within the City of Whitehall, Ohio.

KNOW ALL MEN BY THESE PRESENTS:

That we (business name)

Whose business address is

As Principal, and

as Surety, are hereby held and firmly bound unto the **City of Whitehall, Ohio**, in the penal sum of **Twenty-Five Thousand Dollars (\$25,000.00)** for the payment of which we jointly and severally bind ourselves.

The conditions of this obligation is that the above bound Principal will pay any and all damages to any and all persons or property caused by or growing out of any construction, installation or repair work within the limits of any public or private street within the **City of Whitehall, Ohio**, to any property or employee of said City and will indemnify and save harmless the City for all construction or repair work and any and all damage, personal or property, caused by such construction, installation or repair work. Now, if the said Principal shall fulfill said conditions, then this obligation shall be void; otherwise this bond to remain in full force. **All bonds and insurance are to be maintained in force through the period of the contractor's current Whitehall registration.**

Principal:

By:

Surety:

By:

Bond No.:

Date Paid:

place seal
here

Issue Date:

Expire Date:



City of Whitehall
Income Tax Division
Business Registration

TAX RATE:
2.5%

The information requested on this form is essential to the establishment of your account and will be used for official purposes only.
Please complete and sign this Questionnaire and return within 15 days. If you have any questions, contact the Income Tax Division at (614) 237-9803.

General Information:

1. Type of Organization: (Please check one)

- | | | |
|---|---|--|
| ☐ C-Corporation (1120) | ☐ LLC Filing as Partnership | ☐ Domestic Help |
| ☐ S- Corporation (1120S) | ☐ LLC filing as Corporation | ☐ Non-Profit |
| ☐ Partnership (1065) | ☐ Sole Proprietor (Schedule C) | ☐ Courtesy Employer |
| ☐ Trust (1041) | ☐ Single Member LLC (Disregarded Entity) | |

Please identify owner/member:

Name: _____ SSN: _____

2. Taxpayer federal Identification Number (EIN/FID)

FEDERAL ID NUMBER: _____ - _____

SOCIAL SECURITY NUMBER (Complete ONLY if a sole proprietor): _____ - _____ - _____

3. Business Name (Taxpayer's Legal Name)

Name (as shown on your income tax return) _____

DBA: _____

Address: _____ City _____ State _____ Zip _____

Telephone # _____ Fax # _____

4. Date Business started in Whitehall: _____ Date of 1st Payroll _____

Nature of Business: _____ Number of Employees Working In Whitehall: _____

Ending Day of Fiscal Year If Other Than Calendar Year: _____

5. Please list all names, addresses, and telephone numbers of Corporate officers and/or partners: (attach list if necessary)

Name	Address	SSN	Telephone Number
(a)	_____	_____	_____
(b)	_____	_____	_____
(c)	_____	_____	_____

6. Do you have a location within the City limits of Whitehall: ☐ Yes ☐ No

*****CONSTRUCTION COMPANIES AND CONSULTING FIRMS***** List all Whitehall area addresses where you have employees working. **Consulting firms** should include the addresses of client locations if the firm has employees physically working at client sites (indicate if address given is a client site). **Construction firms** should include job site addresses (indicate if address given is a job site).

Street Address _____ City _____ State _____ Zip Code _____

Street Address _____ City _____ State _____ Zip Code _____

Employee Information:

1. Please check all appropriate box(es):

- ☐ Employees are working within city limits of Whitehall – Withholding rate is 2.5%
- ☐ Employees live in Whitehall city limits and work in a non-taxing city – Withholding rate is 2.5%
- ☐ Employees live in city limits of Whitehall and work in another taxing city and you are going to courtesy withhold – full credit of actual tax withheld, limited to 2.5%
- ☐ No Employees
- ☐ Have leased employees (complete below)

_____ Payroll Service ___ Leasing Co
Payroll Service or Employee Leasing Company (if any)

2. Please indicate deposit frequency (if you are using a withholding service, please advise them to withhold):

- ☐ Quarterly (under \$100.00/month) ☐ Monthly (over \$100.00/month) ☐ Semi Monthly (over \$1,000/month)

Mailing Information:

1. Send the **Business net profit** tax return to (not applicable for Courtesy ONLY Withholders):

Business Name: _____

Attention: _____

Address: _____

City/State/Zip: _____

2. Send **Employee withholding** tax report form to:

Business Name: _____

Attention: _____

Address: _____

City/State/Zip: _____

THE INFORMATION HEREBY SUBMITTED IS TRUE AND CORRECT:

Signature: _____ Date: _____

Title: _____

Company: _____

Thank you for your cooperation, please do not hesitate to call if we can assist you in any way.

REMIT TO:

City of Whitehall

360 South Yearling Road, Whitehall, OH 43213 (614) 237-9803 or Fax (614) 237-7902