



Amherst Building Department

480 Park Avenue, Amherst, Ohio 44001 phone (440) 988-3734

NOTICE TO ALL CONTRACTORS

Re: Yearly Contractor License Registration

All contractors and sub-contractors working in the City of Amherst are required to have a current contractor's license on file with the Amherst Building Department. All contractor licensing, regardless of the date of issue, expires on December 31st of the calendar year in which it was issued.

CONTRACTOR LICENSING REQUIREMENTS

- ☐ Completed Contractor License Application.
 - General contractors seeking an initial General Contractor's license shall submit a copy of a current and valid general contractor's license from another city.
 - Electrical, mechanical (HVAC/R), plumbing and/or fire protection contractors shall submit a copy of their current and valid license from the Ohio Department of Commerce Ohio Construction Industry Licensing Board (OCILB) or Division of State Fire Marshal as applicable.
- ☐ Certificate of General Liability Insurance, \$100,000.00 minimum coverage, with the City of Amherst listed as additionally insured.
- ☐ Current W-9
- ☐ Annual Contractor License fee of \$100.00 (per individual license).
- ☐ Include a self-addressed stamped envelope if you wish to receive a copy of the Contractor's License

****Contractors working without the required license or permits may be subject to double the required fees pursuant to Chapter 1337.04 of the codified ordinances.**

The Amherst Building Department is open weekdays from 8:00 AM to 4:00 PM (subject to change due to City recognized holidays). **Contractor licensing and permits are NOT processed on the same day application is submitted.** Applications and payments submitted after 3:30 PM will be processed the next business day. Payments may be made as follows:

- In person by cash, check (made payable to the City of Amherst), or credit card (Visa, Master Card and Discover currently accepted);
- By mail with a check made payable to the City of Amherst (DO NOT SEND CASH); or
- Online through the building department webpage at www.amherstohio.org via credit card (Visa, Master Card and Discover currently accepted) or ACH electronic bank account funds transfer. Online payments require an application approval number obtained from the building department.

(All credit card payments are subject to a third party 2.79% service fee and ACH payments are subject to a \$1.00 service fee per transaction.)

The City of Amherst enforces the most current building codes pursuant to TITLE ONE – Standards of the codified ordinances as adopted by the Ohio Board of Building Standards. All relevant codes are available for viewing through a link on the Building Department webpage at www.amherstohio.org under the *Technical Documents and Links* menu via the *Ohio Board of Building Standards Code Links* link.

ALL INSPECTIONS REQUIRE A MINIMUM 24-HOUR NOTICE FOR SCHEDULING PURPOSES



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APPLICATION FOR CONTRACTOR'S LICENSE

Application is hereby made for a license to engage as a(n) _____ contractor in the construction, alteration, remodeling, repair, removal or demolition of any building or structure or the alteration of land as a business of profit in the City of Amherst for the year 20____ pursuant to Chapter 1336.01 of the codified ordinances.

TYPE OF APPLICATION _____ **NEW** _____ **RENEWAL** (License No. _____)

BUSINESS INFORMATION

BUSINESS NAME _____

DOING BUSINESS AS (DBA) _____

OWNER/PRESIDENT _____

FEDERAL TAX ID/SOCIAL SECURITY NUMBER _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE _____ EMAIL _____

CELL PHONE _____ FAX _____

BUSINESS CONTACT _____

PHONE _____ EMAIL _____

CELL PHONE _____ FAX _____

CERTIFICATION

I certify that I am the _____ BUSINESS OWNER _____ BUSINESS OWNER'S AUTHORIZED REPRESENTATIVE

All information contained in this application is true, accurate, and complete to the best of my knowledge. All official correspondence in connection with this application should be sent to my attention at the address shown above.

Signature _____

Print Name _____ Date _____

Payroll Withholding and Net Profit Tax Information

Pursuant to Chapter 192 of the Amherst Codified Ordinances and Chapter 718 of the Ohio Revised Code, each non-resident employer conducting business in the City for a period greater than twenty (20) days is required to withhold **1.5%** from the gross wages of their employees beginning on day twenty-one (21). Payroll tax withholding shall be remitted monthly or quarterly to the Amherst Income Tax Department. A Net Profit Tax Return shall be filed with the Amherst Income Tax Department at the conclusion of your business' fiscal year.