



City of Seven Hills, Ohio

7325 SUMMITVIEW DRIVE - SEVEN HILLS, OHIO 44131 - PHONE 216.524.4427 - FAX 216.525.6283

CONTRACTOR REGISTRATION INFORMATION FOR 2026

Applications for registration must include the following:

- **Registration fee for 2026 is \$100 annually.**
- **Registration fee end of year ONLY Nov 1-Dec 31, 2026 is \$50.**
- **Please Register @ <https://www.sevenhillsohio.org/building>** through the NEW Permit Portal. We now use CitizenServe.
- All applications must include a **2026 original signed or electronically sealed Contractor's Bond with Power of Attorney.** (form furnished by the City in the amount of **\$10,000**)
- All applications must include Certificate of Liability insurance with a minimum of \$100,000/\$300,000 bodily injury and \$50,000 property damage. The City of Seven Hills shall be named as a **certificate holder** and be named as **additionally insured**.
- Attach a copy of the **State of Ohio Contractor's License** associated with your operation.

*****Contractors** will be registered in one of these **six (6) categories: General, Plumbing, HVAC, Electrical, Low Voltage or Fire Suppression/Sprinkler.** These are the **only category names we will accept.** (General Contractors include Landscaping, Concrete, Roofing/Siding & Waterproofing Contractors, etc.) **We do not accept Riders or Stipulations to correct a Bond.**

It is recommended that you get these instructions to your insurance provider in order that they follow our guidelines.

The Building Department will be enforcing the **posting of permits.** The permit shall be visible from the street during period of construction. Failure to obtain or post the required permit may result in tripling permit fees or other remedies provided in Section SHCO 1125.99 at the discretion of the Building Commissioner.

CitizenServe makes it easy to pay online for permits and fees. We accept Visa, MasterCard, Discover and American Express credit/debit cards along with checks, cash or money orders if mailing or visiting our department for payments of permits and fees.

Our email: building@sevenhillsohio.org

Our counter/window is open Mon-Fri 8:00am- 4:15pm.

Downloadable Forms are available online @ www.sevenhillsohio.org Building Department page.



**CONTRACTOR REGISTRATION BOND FOR 2026
CITY OF SEVEN HILLS, OHIO**

Bond No. _____

KNOW ALL MEN BY THESE PRESENTS: That we, _____,
as Principal, and the _____, as Surety,
are held and firmly bound unto the CITY OF SEVEN HILLS, OHIO, or to any of its officers, for the use of any
persons, firms, corporations with whom such Principal shall hereafter contract, to do work in the Alteration,
Construction, Conversion, Demolition, Erection, Framing, Installation, Moving, Remodeling, Repairing,
Replacing, or Setting, of Commercial, Industrial, Institutional, Public, or Residential Buildings or Structures or
parts thereof; and all appurtenant Buildings, Structures, or Areas of any of the foregoing in accordance with the
provisions and requirements of the Building Code of the City of Seven Hills, OHIO, ORDINANCE 11-1971 and
amendments thereto, in the penal sum of TEN THOUSAND (\$10,000.00) DOLLARS, lawful money of the
United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors,
administrators, successors and assigns, jointly and severally, firmly by these presents.

WITNESS our hands and seals this _____ day of _____, 20____.

THE CONDITIONS OF THE ABOVE OBLIGATION ARE SUCH, that whereas the above
_____ has made Application to the Building

Commissioner for Registration and Licensing as a (an) _____ Contractor (**specify one:
General, Electrical, HVAC, Plumbing, Fire Suppression/Sprinkler, Low Voltage**) to engage in the business of
the foregoing as required by the Building Code of the CITY OF SEVEN HILLS, OHIO during the

Term beginning _____, 20____ and ending December 31, 2026.

NOW, THEREFORE, if the said _____ shall well and
truly indemnify, keep and save harmless the CITY OF SEVEN HILLS, OHIO, or any of its Agents, or Officials for
the use of any persons, firms or corporations with whom such Contractors shall contract to do work, and shall
indemnify and pay any such persons, firms or corporations for damages sustained on account of the failure of such
Contractors to perform the work so contracted for in accordance with the provisions of the Building Code of the
CITY OF SEVEN HILLS, OHIO and Amendments thereto and any and all lawful rules and regulations
promulgated under the authority thereof, and from or by reason or on account of anything done under and by virtue
of any PERMITS issued under any such Registration or Licensing for the doing of any work required to be done in
the of any of the foregoing with appurtenances thereto, then this obligation shall be null and void; otherwise, to
remain in full force and effect. The City shall have the right to refuse a bond from any surety company for just
cause. Prior failure to unreasonably pay on demand in the sole discretion of the City shall be considered just cause.

(To be signed by Principal)

(Insurance Company)

(Residence)

(Attorney-in-Fact)

(Signed original and sealed electronically accepted)