

Contractor/Subcontractor Registration Application:

All contractors/subcontractors must submit an application for contractor registration.

Initial Application: \$75.00

Annual Renewal: \$50.00 (if registered the previous year)

The following must be returned with the application for approval: Certificate of Liability (\$1,000,000.00) listing the Village of Hartville as the Certificate Holder, along with the Surety Bond (\$10,000.00).

All paperwork will be submitted to the: Village of Hartville
202 W. Maple Street
Hartville, Ohio 44632

***Please note, the Village of Hartville will no longer mail out a copy of the license. If you would like to receive a copy, please provide a self-addressed stamped envelope along with your application.

Office hours are Monday, Tuesday, Wednesday, and Fridays 8 a.m. to 4:30 p.m. with the exceptions of Thursday, the office is opened from 8 a.m. to Noon.

VILLAGE OF HARTVILLE
202 W. MAPLE STREET, P.O. BOX 760
HARTVILLE, OH 44632
330-877-9222 FAX 330-877-9778
www.hartvilleoh.com

CONTRACTOR/SUBCONTRACTOR REGISTRATION APPLICATION

Date _____

☐ New Registration (\$75.00) ☐ Renewal (\$50.00 - if registered the previous year)

Name _____ Phone _____

Company Name _____ Phone _____

Address _____ City/State/Zip _____

FED ID or SSN _____ Email _____

TYPE OF REGISTRATION:

☐ **General**- Please circle (Excavation, Foundation, ☐ **HVAC** ☐ **Electrical** ☐ **Sewer**
Masonry, Insulation, Roofing, Drywall, Siding,
Landscaping, Painting, Carpentry, Other _____)

Address of Project location:

INSURANCE INFORMATION:

Insurance Company & Agent _____

Insurance Co. Address _____ Phone _____

Expiration Date of Policy _____

Note: A current copy of Liability Insurance (\$1,000,000) naming the Village of Hartville as certificate holder, Surety Bond (\$10,000), and State License, (if applicable), must be submitted and kept on file in the Building Department of the Village of Hartville, or registration is void.

Do you have subcontractors? ☐ Yes ☐ No (If yes, each subcontractor must complete a Contractor Registration Form.)

Will your company be withholding local income tax from all employees on the job? ☐ Yes ☐ No
(All Businesses are required to submit copies of IRS Forms 1099-MISC to Hartville Income Tax Department within 3 ½ months after the end of the tax year.)

Please list your subcontractor information on the following page.

The Village of Hartville is an equal opportunity provider.

Village of Hartville Income Tax Department
202 W Maple St PO Box 760 Hartville OH 44632
Phone: 330-877-9222 Fax: 330-877-9778

CONTRACTOR LISTING

TYPE	SUBCONTRACTOR	FULL ADDRESS	PHONE #
EXCAVATION			
FOUNDATION			
MASONRY			
STRUCTURAL CARPENTRY			
ELECTRICAL			
PLUMBING			
HVAC			
INSULATION			
ROOFING			
DRYWALL			
FINISHING CARPENTRY			
SIDING			
LANDSCAPING			
PAINTING			
OTHER			

Village of Hartville
202 W Maple St
PO Box 760Hartville, OH 44632
Phone 330-877-9222 Fax 330-877-9778
aphillips@hartvilleoh.com

INCOME TAX DEPARTMENT

CONTRACTOR & SUBCONTRACTOR TAX INFORMATION

ANNUAL TAX RETURN FILING

The Village of Hartville has a **mandatory** Income Tax filing for a business entity, whether resident or non-resident who conducts business in the Village of Hartville. An annual return must be filed and tax paid on the net profit. If you have a net loss you are still required to file a return.

The tax rate for Hartville is 1%. The yearly filing or request for an extension deadline is April 15th. Failure to file or request an extension on or before the April 15th due date will result in a \$25.00 late filing penalty.

Tax forms can be obtained on our Website at www.hartvilleoh.com.

EMPLOYEE WITHHOLDING

Each employer within or doing business within the Village of Hartville shall deduct at the time of the payment of such salary, wage, commission or other compensation, the tax of one percent (1%) of the gross salaries, wages, commission or other compensation due by the said employer to said employee and shall on or before the 15th day of the month following the close of each calendar quarter make a return and pay to the Village of Hartville Tax Administrator the amount of taxes so deducted. Such employer shall be liable for the payment of the tax required to be deducted and withheld, whether or not such taxes have in fact been withheld.

Please complete the enclosed **CONTRACTORS AND SUB-CONTRACTORS BUSINESS REGISTRATION FORM** and return by mail, fax or email within 10 business days.

Your cooperation is greatly appreciated. If you have any questions, please contact the income tax department.

Angela Phillips
Tax Clerk
aphillips@hartvilleoh.com

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Village of Hartville

202 W Maple St

PO Box 760

Hartville, OH 44632

Phone 330-877-9222

Fax 330-877-9778

aphillips@hartvilleoh.com

Income Tax Department

Business Registration

To enable the Village of Hartville Income Tax Department to establish accurate records, please answer all questions and return by mail, fax or email.

ACCT # _____

Business Name:

Business Address:

Date Business Started in Hartville: _____ Phone #: _____

Tax ID/S.S. #: _____ Accounting period: ____ Calendar Year ____ Fiscal Year Ending

Please check one: ____ annual year-end filing forms are not necessary
____ send pre-printed annual year-end filing forms to:

EMPLOYEE WITHHOLDING (if applicable)

Employee Withholding is submitted: Monthly ____ Quarterly ____ Number of Employees: ____

Please check one: ____ pre-printed withholding forms are not necessary, use in-house software system

____ use third party Payroll Company - Name: _____

____ send pre-printed withholding forms to: _____

____ Check here: If this is withholding for a Hartville resident working from home. FT ____ Hybrid ____
If Hybrid, how many days in Hartville per week ____

Employee Name: _____ Contact phone or email _____

Address: _____

The Village of Hartville imposes an income tax at the rate of one percent (1%) on all earned income, including net profits attributable to Hartville. All employers, contractors, sub-contractors, or others who have one or more employees are required to withhold 1% of all employees' gross wages and submit this amount to the Village of Hartville.

The information hereby submitted is true and correct

Signed _____

Date _____

**VILLAGE OF HARTVILLE
STARK COUNTY, OHIO
ORDINANCE NO. 1 22.01**

ORDINANCE NO. 1-22.01, amending and replacing Ordinance 1-15.14, requiring the registration of contractors and subcontractors with the Building Department of the Village of Hartville, Ohio, and declaring the same to be an emergency.

**BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF HARTVILLE,
STARK COUNTY, OHIO**

Section 1: Findings and Determinations. This Council finds and determines the following matters:

- (a) The Village desires to promote the public health, safety, and general welfare of its residents by requiring the registration of contractors and subcontractors with the Village's Building Department.
- (b) All formal actions of this Council relating to the enactment of this Ordinance were taken in an open meeting of this Council and all deliberations of this Council and of any of its committees that resulted in those formal actions were in meetings open to the public in compliance with the law, including Section 121.22, Ohio Revised Code.

Section 2: Definitions. For the purposes of this ordinance, the following definitions apply:

- (a) "Contractor" means any person, firm, or corporation entering into a written or oral contract or agreement as a primary or general contractor to supply goods, services, or labor within the corporate limits of the Village. For the purpose of this ordinance contractors are, but not limited to: General Construction/Demolition, Electrical, INAC, and Sewer.
- (b) "Subcontractor" means any person, firm, or corporation, assuming by secondary contract or agreement, some or all of the obligations of the primary or general contractor.
- (c) "Village" means the **Village** of Hartville, Ohio, which, in the act of registering does not certify, endorse, or imply the qualifications of any contractor.

Section 3: Registration Requirements.

- (a) Before supplying goods, services, or labor, contractors and subcontractors must register with the Village's Building Department.

- (b) This registration requirement does not l ace or supersede any applicable State or Federal licensing requirements.
- (c) This registration requirement does not apply to work personally performed by property owners on or to their primary residential dwellings.

Section 4: Registration Fees and Bonds.

(a) Registration Fees - Before registration is granted and before any expiring registration is renewed, the contractor or subcontractor must pay the Village's initial registration fee ("Registration Fee"), or the renewal fee ("Renewal Fee"), as the case may be, in the amount as established by the Village's Fee Schedule Ordinance, as amended from time to time. All registrations are valid for one calendar year, from January 1 to December 31. In order_ for a registrant to be qualified for the Renewal Fee, the renewal must occur no later than thirty (30) days from the expiration of the current registration. •

(b) Bonds - Each applicant for a registration, must, before receiving a registration, submit a Surety Bond to the Village. The Surety Bond must be issued by a company approved and authorized to issue bonds by the State of Ohio bound to the Village in the penal sum of \$10,000.00.

Section 5: Liability Insurance Required. No person may act as a general contractor or subcontractor within the Village, nor may be registered, unless that general contractor or subcontractor deposits with the Village, a certificate of liability insurance for \$1,000,000 issued to that general contractor or subcontractor by a company approved and authorized to issue such insurance by the State of Ohio. Coverage must be kept current during the effective life. of the registration period. Failure to maintain coverage and provide proof of coverage is grounds for revocation of a registration.

Section 6: Registration Renewal. Each registration expires on December 31 of each year, and will be renewed only upon application and payment of the required renewal (ee to the Village.

Section 7: Suspension or Revocation. Any registration m a y be revoked upon conviction of the registrant of any such certificate; conversion of property or funds belonging to another, failure to complete any contract or work μndertaken under this registration, unreasonable delay in the completion of work performed, use of unapproved or fraudulent material, involuntary petition of bankruptcy by registration certificate holder, or unauthorized departure from plans or specifications agreed to by certificate holder and owner.

Section 8: Failure to Register. Should any contractor or subcontractor be found by the Zoning/Building Officer to be performing work without registering with the Village, · then the Officer shall cause all work to cease immediately until all of the requirements listed in this Ordinance have been met. •

Section 9: Penalty. Any person who violates any provision of this ordinance is guilty of an offense punishable by a fine of not less than \$100 nor more than \$1,000.00. Each day that a violation continues is deemed a separate offense. •

Section 10: Repeal of Inconsistent Ordinance. To the extent that any previous and/or existing Ordinance of the Village is in conflict with this Ordinance, the same is hereby expressly repealed upon the passage of this Ordinance, including but not limited to Ordinance 1-15.14.

Section 11: Statement of Emergency. This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the Village and its inhabitants.

Section 12: Effective Date. Provided that this Ordinance receives the affirmative vote of two-thirds of the members elected or appointed to Council, it will take effect and be in force immediately upon its passage; otherwise, it will take effect and be in full force at the earliest period allowed by law, and shall take effect immediately upon its passage.

Motion was made by CM Miller and CM William seconded the motion and the roll being call upon the question of the adoption of the ordinance, the vote resulted as follows:

<u>Member</u>	AYE	NAY
Chambers	<u> x </u>	<u> </u>
Green	<u> x </u>	<u> </u>
Miller	<u> x </u>	<u> </u>
Muncy	<u> x </u>	<u> </u>
Ohler	<u> x </u>	<u> </u>
Williams	<u> x </u>	<u> </u>

Date Adopted: January 18, 2022

Attest:

Cindy Billings, Mayor

Scott K. Varney, Fiscal Officer