

HOME IMPROVEMENT LIMITED CONTRACTOR APPLICATION
Address: 111 N Front Street, Columbus, Ohio 43215
Phone: 614-645-7433
Email: BZSLicensing@columbus.gov
Website: www.columbus.gov/bzs

INFORMATION FOR HOME IMPROVEMENT LIMITED CONTRACTOR APPLICATION

Completed application that is signed and notarized or signed in front of a Building and Zoning Services (BZS) official must be submitted at least seven (7) days prior to the next meeting of the Board of Review of General and Home Improvement Contractors. The tentative meeting schedule for the Board is the first Wednesday of every month. A link to the board calendar follows:

<https://www.columbus.gov/Business-Development/Building-Zoning-Services/Boards-and-Commissions/Board-of-General-and-Home-Improvement-Contractors>

APPLICATION SPECIFICS AND PROCESS

- "Hands-on" experience shall be characterized by the active personal involvement of the applicant in the activity directly related to the type of license for which an application was made. Such active personal involvement shall have provided for the acquisition of practical experience, knowledge, and mechanical aptitude in the physical installation, operation, control, adjustment, repair, and maintenance of the specific trade or craft.
- If the application is not notarized or signed in front of a BZS Official, the application will not be placed on the Board's agenda for review.
- Applications that do not provide all the requested information will be tabled until complete.
- Upon Board approval, the applicant will receive notification by certified mail with instructions for completing the additional steps in the licensing process. The applicant should not come in for License processing until they receive their approval notification in the mail.

APPLICATION SUBMISSION

Applications that are completed with notary seal and signature can be submitted to the following:

- In person or by mail: Department of Building and Zoning Services, 111 North Front Street, Columbus, OH 43215
- Email: BZSLicensing@columbus.gov

If not notarized, the applicant needs to hand deliver the application to our office between 9:00 and 4:00 on days of business.

BOARD APPLICATION FEE

Information can be found in the Contractor License & Registration Fees area of the Combined Development Related Fee Schedule. If mailing the application, a check made payable to the Columbus

City Treasurer may be included for payment. If no payment is received with the application, a link to pay the fee through our Citizen Access Portal will be sent to the email address shared on the application. When the fee is paid, the application will advance for Board review.

For additional information, contact the Customer Service Center at BZSlicensing@columbus.gov or (614) 645-7433 or visit us online at www.columbus.gov/bzs.

**COLUMBUS BUILDING CODE, CHAPTER 4114.505:
MINIMUM EXPERIENCE QUALIFICATIONS FOR A DEPARTMENT-ISSUED LICENSE.**

- A. Home Improvement Limited Contractor License. The applicant for a Home Improvement Limited Contractor License in the following fields of specialization shall have a minimum of one (1) full year of "hands-on" experience in that field for which a license is applied:
- (1) Residential roofing
 - (2) Residential siding, windows, and doors
 - (3) Residential deck installation
 - (4) Residential basement waterproofing
 - (5) Residential prefabricated fireplaces and wood or coal stoves
 - (6) Residential masonry fireplaces
 - (7) Residential fencing
 - (8) Residential sidewalks and driveway approaches
 - (9) Residential exterior lathing and stucco
 - (10) Residential swimming pools and spas
 - (11) Residential asphalt paving
 - (12) Residential irrigation sprinkler
 - (13) Residential gypsum board
- B. "Hands-on" experience shall be characterized by the active personal involvement of the applicant in the activity directly related to the type of license for which an application was made. Such active personal involvement shall have provided for the acquisition of practical experience, knowledge, and mechanical aptitude in the physical installation, operation, control, adjustment, repair, and maintenance of the specific trade or craft.
- F. In lieu of the above requirements of division (A) above, an applicant for a home improvement limited contractor license may be:
- (1) A registered design professional who holds a current and valid certificate as an architect or engineer as allowed under the Ohio Revised Code and who is experienced in residential design and construction; or
 - (2) A person with a degree in architecture or engineering graduate architect or engineer, with at least one full year's experience as a designer or installer in the specific field of work for the type of home improvement contractor license for which application is made.
- H. Determination of a Full Year. A "full year" of experience shall be based on (12) calendar months during which the applicant has hands on experience with the specific craft, trade, or profession for which an application for a department issued license has been made.

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AND ZONING SERVICES

NOTE: Home Improvement Contractors are permitted to work on existing 1, 2, and 3 family dwellings. For application requirements for ANY license or registration, refer to Columbus Building Code, Chapter 4114.

To be sure that your application is approved by the Board without being delayed, you must include hands-on experience on this application. This does not include business ownership or hands-off supervision. The Board is only interested in learning hands-on experience gained while working in the field. Applications that do not provide all requested information will be tabled until the meeting that follows submission of the missing information.

☐ Siding, Windows, Doors☐ Exterior Lathing and Stucco☐ Deck Installation☐ Irrigation Sprinkler☐ Basement Waterproofing☐ Fencing☐ Sidewalks and Driveway Approaches☐ Masonry Fireplaces☐ Roofing☐ Prefabricated fireplaces and wood or coal stoves☐ Swimming Pools and Spas☐ Gypsum Board☐ Asphalt Paving

I, the undersigned, hereby apply for a Contractor License, in the City of Columbus, Ohio, and for that purpose give the following information and answers to all the questions contained in this application.

Full Name: _____ Date of Birth: ____/____/____

Street Address, City, State, Zip: _____

Phone Number: _____

Email address for notification of permits issued under applicant's license:

Email Address for communication related to issuance of applicant's license:

Have you previously held this type of license with the City of Columbus? ☐ Yes ☐ No

If yes, provide the following if known: License Number: _____

Have you ever been summoned before any City of Columbus Contractor Board of Review for any type of violation hearing? ☐ Yes ☐ No

If yes, which board? _____ Date: _____ Board Decision: _____

Work History

To be considered for the Home Improvement Limited Contractor license, the applicant must have a minimum of one (1) year of hands-on experience in the field(s) for which application is being made.

Experience must be listed in the "DESCRIPTION OF HANDS-ON WORK EXPERIENCE" box or on an attached additional sheet or resume.

List your present employment first, then follow with any previous employment that applies. Only the employment listed will be considered in determining eligibility of the applicant (attach additional sheets or a resume if necessary):

☐ Check here if additional sheets are attached

Dates Employed – From: ____/____/____ To: ____/____/____ ☐ Current

Title of your present position: _____ Employer: _____

Name and Title of Immediate Supervisor: _____

Are you or were you the owner of this company? ☐ Yes ☐ No

Description of hands-on work experience:

Dates Employed – From: ____/____/____ To: ____/____/____ ☐ Current

Title of your position: _____ Employer: _____

Name and Title of Immediate Supervisor: _____

Are you or were you the owner of this company? ☐ Yes ☐ No

Description of hands-on work experience:

Dates Employed – From: ____/____/____ To: ____/____/____ ☐ Current

Title of your position: _____ Employer: _____

Name and Title of Immediate Supervisor: _____

Are you or were you the owner of this company? ☐ Yes ☐ No

Description of hands-on work experience:

STATEMENT BY APPLICANT

I hereby certify that, to the best of my knowledge and belief, all statements made herein or attached are complete and accurate. I understand that any false statements later disclosed may cause loss of my license and may subject me to prosecution under Ohio Revised Code Section 2921.13.

Print Name: _____ Date: _____

Signature of Applicant: _____

Sworn to before me and signed in my presence this ____ day of _____ in the year ____.

Notary Seal here

Signature of Notary Public or Building & Zoning Services Official

OFFICIAL USE ONLY

Board Action for Certification: Approved Disapproved

Board Member Initials:

YES ____ | ____ | ____ | ____ | ____ | ____ | ____

Date: _____

NO ____ | ____ | ____ | ____ | ____ | ____ | ____

Date: _____

Signature of Board Chairman: _____ Review Date: _____

By (Secretary): _____ Date: _____