

General Contractor Application

Address: 111 N Front Street, Columbus, Ohio 43215

Phone: 614-645-7433

Email: bzslicensing@columbus.gov

Website: www.columbus.gov/bzs

INFORMATION

A general contractor registered with the City of Columbus can be associated with all permits to build new 1, 2, or 3 family, multi-family (4 or more dwelling units), and commercial structures, as well as alter or add to existing multi-family and commercial structures.

Section 4114 of the Columbus Building Code requires the following to be presented to secure a registration as a contractor.

- General Contractor Application completed and signed by the person chosen to be the party responsible for the registration. This application must be notarized.
- A Bond in the amount of \$25,000. The enclosed bond form must be used. Specific information for bond completion may be found on the enclosed bond information sheet.
- A Certificate of Liability Insurance:
 - Limits of liability no less than \$300,000.00 for damages to a single person and \$500,000.00 for one occurrence.
 - Certificate holder listed as the City of Columbus, Building and Zoning Services, 111 N Front St, Columbus, OH 43215.

REGISTRATION FEE

Information can be found in the Contractor License & Registration Fees area of the Combined Development Related Fee Schedule. Fees can be paid with a payment card, check, or cash in our office. Checks should be made payable to Columbus City Treasurer. Applications received without payment will be setup for fees to be paid with a payment card or electronic check through our Citizen Access Portal (columbus.gov/bzs). We do not accept payment by phone.

Application may be submitted by email, mail or in person:

- Email: BZSLicensing@Columbus.gov
 - you will receive an email containing a link to pay the fee online
- Mail or in person: City of Columbus - Building & Zoning Services, 111 N Front Street, Columbus, Ohio 43215

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.

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AND ZONING SERVICES

PART I: QUALIFICATION CERTIFICATE HOLDER INFORMATION

I, the undersigned, hereby apply for a Contractor Registration, 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 with applicant's registration:

Email Address for communication related to applicant's registration:

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

If yes, provide the Registration 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 of Hearing: _____

Board Decision: _____

PART II: ASSIGNMENT OF REGISTRATION TO BUSINESS CONCERN

By completing this section, the applicant confirms their association with the business concern as a legal full-time officer, proprietor, partner, or employee. The applicant will be actively engaged in and perform work only for the business concern listed below.

Business Name: _____ Phone Number: _____

Street Address, City, State, Zip: _____

PART III: 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 registration 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

Guidelines for properly filling out the Bond Form

Instructions for completing the Contractor License or Registration Bond Form as required by Columbus City Code section 4114.515

Notice to the contractor: Give these instructions to your bonding company or agent to ensure that all the information is correctly provided on the bond.

Notice to the bonding company or agent:

- Use the Bond Form provided by the City of Columbus if this is a new license or registration or if the bond is being submitted for the first time.
 - In the case of a renewal if the previous bond submitted is still in effect, the licensee or registrant may bypass the need to submit a bond continuation certificate by providing the bond number and signing in agreement with the statement on their Renewal Cover Letter. If a Change of Assignment Application is being submitted, a rider or new bond is required.
 - Guidelines and an accompanying sample have been provided for your convenience to show the correct way to complete our Bond Form. The numbers below correspond to the sections indicated on the sample bond form.
1. Bond Number: Enter on the line provided.
 2. Effective Date: Enter on the line provided.
 3. Amount of Bond: Is set at \$25,000.00. Do not change the amount.
 4. Individual Licensee or Registrant: Type the name of the individual who holds the license or registration as it appears on their license or registration application.
 5. Company Name: A licensee or registrant can assign their license or registration to a company. If that is their intent, insert the exact name of the company as it appears on their license or registration application, renewal cover letter, or OCILB license. If the contractor is conducting business as an individual, meaning, that a company or corporate name is not being used, then this line can be left blank.
 6. Name of Bonding Company: Insert the complete name of the bonding company. Note that the name of the Surety must also appear on the Power of Attorney as indicated below in 7a.
 7. Date and Signing of Bond:
 - a. Enter the date in which the bond is being executed. It is important that this date be on or after the effective date in which the Power of Attorney is dated. If the Power of Attorney is dated after the date in which the bond is executed, then the bond will be considered invalid.
 - b. The Licensee or Registrant must sign the bond - electronic or facsimile signature is acceptable.
 - c. The attorney-in-fact must sign the bond - electronic or facsimile signature is acceptable.
 8. Telephone Number of Attorney-in-Fact: Provide the telephone number of the attorney-in-fact who can be contacted with any questions.
 9. Surety Seal: We will accept an electronic or facsimile seal. If the seal is not provided as required, then we will consider the bond to be invalid and will return it to the licensee or registrant.

When the bond form has been properly completed, return it to the licensee or registrant. The licensee or registrant must complete additional paperwork and we require all the paperwork to be submitted as a single submission.

Questions: If you have any questions regarding these instructions, contact our Customer Service Center at 614-645-7433 or bzslicensing@columbus.gov.

Sample License or Contractor Bond Form

Bond #: 1

Effective Date: 2

Amount: \$25,000 (3)

KNOW ALL MEN BY THESE PRESENTS:

That (Insert Name of Individual Licensee/Registrant) 4 Jane Doe

Of (Insert Company Name) 5 Does Services

As Principal, and (Insert Name of Bonding Company) 6 Sample Bonding Agency

as Surety, are held and firmly bound unto the City of Columbus, c/o City Treasurer, City Hall, 90 West Broad Street, Columbus, Ohio 43215, as Obligee, in the sum of twenty-five thousand dollars (\$25,000.00) to be paid to said Obligee, its successors and assigns, and for the payment thereof well and truly to be made, we, the Principal and Surety, jointly and severally bind ourselves, our heirs, executors, administrators, successors, and assigns firmly by these presents. The conditions of the above obligation are such that:

WHEREAS...

WHEREAS...

WHEREAS...

NOW THEREFORE...

IT IS FURTHER UNDERSTOOD AND AGREED...

Signed this 7a day of 7a, in the year 7a.

Licensee or Registrant: 4 Jane Doe Signature: 7b

Surety: 6 Sample Bonding Agency Signature: 7c

Telephone Number of Attorney-in-Fact: (8) 614.645.7433

Place Surety Seal Here

Contractor License or Registration Bond Form

Phone: 614-645-7433

Email: BZSlicensing@columbus.gov

Website: www.columbus.gov/bzs

Bond number: _____ Effective date: _____

Amount: \$25,000

Know all persons by these presents:

That (Insert name of individual licensee or registrant) _____

Of (Insert company name) _____

As Principal, and (Insert name of bonding company) _____

as Surety, are held and firmly bound unto the City of Columbus, c/o City Treasurer, City Hall, 90 West Broad Street, Columbus, Ohio 43215, as Obligee, in the sum of twenty-five thousand dollars (\$25,000.00) to be paid to said Obligee, its successors and assigns, and for the payment thereof well and truly to be made, we, the Principal and Surety, jointly and severally bind ourselves, our heirs, executors, administrators, successors, and assigns firmly by these presents. The conditions of the above obligation are such that:

WHEREAS, the above Principal has or is about to apply to said Obligee for a license or registration as a contractor effective upon approval and expiring at the end of the twelfth month from the date of issuance, pursuant to Columbus City Code Chapter 33 or 41, as applicable.

WHEREAS, the expiration date of this bond shall coincide with the expiration date of said license or registration.

WHEREAS, the Principal, its agents and employees shall save the City of Columbus harmless from all loss and damage to persons or property which may be occasioned in any way, by accident or the want of care or skill on the applicant's part, in the prosecution of the work contracted, performed, pursued or attempted under such license or registration, pursuant to Columbus City Code Chapter 33 or 41, as applicable.

NOW THEREFORE, if the license or registration shall be issued to the Principal and the Principal, its agents and employees shall save the City of Columbus harmless from all loss and damage to persons or property of the City of Columbus and aforesaid, then this obligation shall be void; otherwise, the same shall remain in full force and effect.

IT IS FURTHER UNDERSTOOD AND AGREED that the Surety reserves the right to cancel this bond by giving thirty (30) days written notice to the Obligee c/o Director for the Department of Building and Zoning Services, 111 North Front Street, Columbus, Ohio 43215 and, upon receipt of such cancellation notice, the Surety is relieved of any further liability. The Surety will be liable for loss accruing up to the effective date of said cancellation; but, in no event will the liability to the Surety exceed \$25,000.00

Signed this _____ day of _____, in the year _____.

Licensee or Registrant: _____ Signature: _____

Surety: _____ Signature: _____

Telephone Number of Attorney-in-Fact: _____

Place Surety Seal Here