



City of Celina

Celina Income Tax Department
225 N. Main Street
Celina, Ohio 45822
Phone: 419-586-2594
Email: celinatax@celinaohio.org

Project Information & Contact List

Name of Project: _____

Use project title as exactly on award letter or contract

Name of Land Owner _____

Owner Address: _____

Owner Phone: _____

An explanation of deviations to *Subcontractor List* must be provided. If a subcontractor is added or replaced explain why in the provided "Comments" area.
Return this form by mail, fax or e-mail at the address above.

Prime Contractor: _____

Ohio Contractor Registration #: _____

Federal ID #: _____

Street Address: _____

City, State, Zip: _____

Office Phone #: _____

Fax #: _____

Project Manager: _____

Project Manager E-mail Address: _____

Superintendent: _____

Superintendent E-mail Address: _____

Superintendent Cell Phone #: _____

Site Phone #: _____

Primary Emergency Contact: _____

Secondary Emergency Contact: _____

(Not required if Primary is answered 24 hours) _____

List additional names and e-mail addresses of those in your company (that were not listed on the Subcontractor List)

Name & Title _____	Email _____
Name & Title _____	Email _____
Name & Title _____	Email _____
Name & Title _____	Email _____
Name & Title _____	Email _____

- Do not follow-up with hard copy by mail.
- If you do not intend to use any subcontractors, check here: ☐

Meeting Folder: __/__/__

Subcontractor: _____

Section & Description: _____

Ohio Contractor Registration #: _____

Federal ID #: _____

Street Address: _____

City, State, Zip: _____

Office Phone #: _____

Fax #: _____

Emergency Contact: _____

Primary Contact & Title _____

- Type of work:
- | | | | |
|--|---|--|---|
| ☐ Excavation/Grading | ☐ Site Utilities | ☐ Landscaping | ☐ Paving |
| ☐ Wrecking-Demolition | ☐ Concrete | ☐ Steel/Metals | ☐ Carpentry/Millwork |
| ☐ Roofing-Siding-Sheet Metal | ☐ Windows/curtainwall | ☐ Flooring | ☐ Painting |
| ☐ Fire Protection | ☐ Elevator (other) | ☐ HVAC | ☐ HVAC - Hydronic |
| ☐ Plumbing | ☐ Electrical | ☐ Electrical-Fire Alarm | |
| ☐ Electrical-Telecommunications | ☐ Material Supplier only | | |

Subcontractor: _____

Section & Description: _____

Ohio Contractor Registration #: _____

Federal ID #: _____

Street Address: _____

City, State, Zip: _____

Office Phone #: _____

Fax #: _____

Emergency Contact: _____

Primary Contact & Title _____

- Type of work:
- | | | | |
|--|---|--|---|
| ☐ Excavation/Grading | ☐ Site Utilities | ☐ Landscaping | ☐ Paving |
| ☐ Wrecking-Demolition | ☐ Concrete | ☐ Steel/Metals | ☐ Carpentry/Millwork |
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Section & Description: _____

Ohio Contractor Registration #: _____

Federal ID #: _____

Street Address: _____

City, State, Zip: _____

Office Phone #: _____

Fax #: _____

Emergency Contact: _____

Primary Contact & Title _____

Type of work:

- ☐ Excavation/Grading
- ☐ Wrecking-Demolition
- ☐ Roofing-Siding-Sheet Metal
- ☐ Fire Protection
- ☐ Plumbing
- ☐ Electrical-Telecommunications

- ☐ Site Utilities
- ☐ Concrete
- ☐ Windows/curtainwall
- ☐ Elevator (other)
- ☐ Electrical
- ☐ Material Supplier only

- ☐ Landscaping
- ☐ Steel/Metals
- ☐ Flooring
- ☐ HVAC
- ☐ Electrical-Fire Alarm

- ☐ Paving
- ☐ Carpentry/Millwork
- ☐ Painting
- ☐ HVAC - Hydronic

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Section & Description:

Ohio Contractor Registration #:

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Comments: