



CITY OF LANCASTER
Building Department
121 East Chestnut Street, Suite 102
Lancaster, Ohio 43130-3825
(740) 687-6649
Fax (740) 681-5030
Web site: www.ci.lancaster.oh.us/dept/building

Contractor Registration

The City of Lancaster requires contractor registration per City Ordinances and through powers granted under the Ohio Revised Code. This includes any individual or company acting as a general, home improvement, specialty trade or skilled trades contractor including any construction activities such as electrical, plumbing, hydronics, heating & cooling, structural (includes all building construction, roofing, siding, gutters, water proofing, cement and drywall trades), masonry, fire protection, fire suppression, water and sewer line tapping or excavation within the City of Lancaster.

No person shall act as or claim to be a construction contractor of any type or perform any construction work on any commercial or residential construction unless first registered with the Certified Building Department.

No person shall act as or claim to be a heating, ventilating, air conditioning contractor, refrigeration contractor, plumbing contractor, electrical contractor, or hydronics contractor, unless that person holds or has been assigned a license issued pursuant to Ohio Revised Code Chapter 4740, for the type of contractor that person is acting as or claiming to be. This means all skilled trade contractors must show proof of a license issued by the State of Ohio Contractors Licensing Board to register with the City of Lancaster on commercial construction projects located within the **City**. **ORC 4740.13**

The following items must be submitted to register or at the time of renewal:

- ☐ Completed contractor registration application. Commercial contractors must attach a copy of State license(s) for each trade checked on the application. ORC 715.27
- ☐ Proof of liability insurance with a minimum coverage of \$300,000. Copy of certificate of coverage from insurance company must be attached.
- ☐ **A \$15,000 Surety Bond** payable to the City of Lancaster. Use the attached bond form.
- ☐ **A copy of current Workers Compensation Certificate** for businesses that have more than one employee.
- ☐ Registration Fee of \$150.00 applies for each major category that is applied for on the application. Categories are general, home improvement/specialty or each skilled trade. Payment must be cash or check payable to "Lancaster City Treasurer". The registration fee is for a 12 month period.
- ☐ A completed "Business Tax Questionnaire" form.

All completed forms, licenses and documentation must be returned together with the registration fee to be considered. Fees cannot be accepted without all documentation and forms. For more information, form copies or other related forms, please see our web site at www.ci.lancaster.oh.us and look under "Departments" icon for the "Certified Building Department" or visit our office. All inspections can be called into our office anytime by calling 740-681-5018.



Application for Contractor Registration

Revised 2/06

I hereby make application to the City of Lancaster Certified Building Department for contractor registration as: (see definition page before completing this section of the form)

--- **General Contractor**

--- **Home Improvement or Specialty Contractor**

List all Home Improvement or Specialty Trades you would like to register.

Note: Your bond form should list each specialty trade listed above.

Skilled Trades

--- (check appropriate box(s) below for your skilled trade)

	<u>Residential</u>	<u>Commercial</u>
--- Electrical	_____	* _____
--- Plumbing	_____	* _____
--- HVAC	_____	* _____
___ Refrigeration	_____	* _____
___ Hydronics, Steam, Gas	_____	* _____
___ Fire/Security Detection & Suppression	_____	* _____

Special Notes: Commercial contractors that register under three (3) or more categories are automatically considered being a "General" or "Home Improvement/Specialty" contractor depending on the usual and normal work performed, and are permitted to register as such for no additional fee. *Per Ohio Revised Code, you MUST provide a copy of your State of Ohio Contractors License to register for **commercial trade work**. All skill trades may be covered under one bond; however a separate registration fee will apply for each trade checked above.

Applicant:

Name _____ Address _____

City _____ State _____ Zip _____

Phone () _____ Cellular() _____

Fax () _____ Email _____

Business:

Name _____ Address _____

City _____ State _____ Zip _____

Phone () _____ Cellular() _____

Fax () _____ Email _____

Statement By Applicant

Bonding Company _____

Agent's Name _____ **Phone**() _____

Agent's Address _____ **State** _____ **Zip** _____

I hereby certify that, to the best of my knowledge and belief, all statements made herein are complete and accurate.

Signature _____ **Date** _____

Contractor Registration Categories and Definitions

GENERAL- means those persons, business or companies that directly engage in building construction and hire subcontractors to provide construction services for specific skilled trades. As of 2005 a state license is not required to register as a general contractor. The general contractor may perform limited work, as the Building Department determines, on residential projects that are listed under the "skilled trades" category. All work that Involves more than limited work must be completed by persons, businesses or companies registered under the applicable skilled trade category.

HOME IMPROVEMENT or SPECIALTY- means those persons, businesses or companies that directly engage in specific construction activities, alterations or renovations. As of 2005 a state license is not required to register under this category. Home improvement or specialty contractors are permitted to perform limited work, as determined by the Building Department, on residential projects that are listed under the "skilled trades" category. All work that involves more than limited work must be completed by persons, businesses or companies registered under the applicable skilled trade category.

Home Improvement and/or Specialty Trades:

(Registration under more than one specialty permitted if bond provided reflects each specialty)

Drywall/Plaster- means those persons, businesses or companies that provide drywall (gypsum board) or cement plaster installation, repair or replacement in or on a building structure.

Deck- means those persons, businesses or companies that provide services to install, repair or replace an exterior floor system supported on at least two opposing sides by adjoining structure and/or posts, piers, or other independent supports.

Demolition/Hauling- means those persons, businesses or companies that provide services to demolish structures and remove construction materials from a specific location.

Excavator/Tapper- means those persons, businesses or companies that provide services to remove, replace, compact or grade earth for construction projects and to install, tap into, repair or replace sewer, water, gas or other utilities lines or cables.

Framing- means those persons, businesses or companies that provide services to install, repair or replace structural components, beams, framework, or deck work in a building structure.

Gutter/Spouting- means those persons, businesses or companies that provide installation, repair or replacement on any system of water collection or diversion of water from a roof system through drain lines on or about a building structure.

Landscaping- means those persons, businesses or companies that provide the installation of lawns, tree, shrubbery or bushes at or about building construction sites.

Masonry/Cement/Asphalt- means those persons, businesses or companies that provide services for installation of block, bricks, stone, cement or asphalt at or on a building structure or construction site.

Roofing- means those persons, businesses or companies that provide services to install, replace or repair a system designed to provide weather protection and resistance to design loads consisting of roof decking, vapor retarder, substrate and roof covering.

Siding- means those persons, businesses or companies that provide services to install, replace or repair a covering material on the exterior of building structures as to protect the structure against weather elements.

Sign & Graphics- means those persons, businesses or companies that provide services to install, repair, replace or modify publicly displayed boards that contain information, advertising or symbols including any form of visual artistic representation.

Swimming Pool- means those persons, businesses or companies that provide services to dig and install, repair or replace indoor or outdoor tank(s) of water and pumping and filtering equipment used for human swimming purposes.

Waterproofing- means those persons, businesses or companies that provide services to install, apply or remove materials applied to building foundations, walls, and floors to prevent the penetration of water into the interior of a building structure.

Windows- means those persons, business or companies that provide services to install, repair or replace framed glass structures installed on the exterior of building structures.

Skilled Trades

State Contractors license required to register for skilled trades on commercial projects

ELECTRICIAN- means those persons, businesses or companies that provide services to install, repair or replace electrical apparatus or appurtenances within or about a building structure or specific location.

FIRE/SECURITY DETECTION & SUPPRESSION- means those persons, businesses or companies that provide services to install, repair, test and replace fire or security detection equipment, reporting devices, fire sprinklers and piping, standpipes, fire suppression equipment and suppression hoods.

HYDRONICS- means those persons, businesses or companies that provide services to install, repair or replace fluid, steam or gas pressure piping systems within a structure.

HVAC- means those persons, businesses or companies that provide services to install, repair or replace heating, ventilating, and air-conditioning systems within a building.

PLUMBER- means those persons, businesses or companies that provide services to install, repair or replace pipes and fixtures used to transport water and sewage within or about a building structure or property.

REFRIGERATION- means those persons, businesses or companies that provide services to install, repair and replace systems that vaporize and liquefy a fluid used for refrigerate storage systems and other components attached.

Ohio Revised Code and Lancaster City Ordinance permit the Building Department to determine and require which contractors must register. After the application is filed and fee(s) paid the contractor is instantly registered. The application is then entered into our database where a registration number unique to the contractor will be issued. The registration number process usually takes two business days. The registered contractor shall be listed on our Internet Web site with current business name, address and telephone number under the category(s) for which the contractor has registered.

Consumers, upon request, will be given a list of registered contractors as a matter of public record, but this does not constitute an endorsement or advertising of any contractor's products or services by the City of Lancaster.

Contractors who fall into the listed categories and are performing work in the City of Lancaster must register. Registration must be renewed every 12 months to remain current. The penalty for failure to register is a first-degree misdemeanor. Contractors engaging in commercial work without a State License will be forwarded to the Ohio Construction Industry Licensing Board for investigation and prosecution.

Individual, Organization and Business Registration Exemptions

The following individuals, organizations and businesses are exempt from registering as a contractor with the Building Department:

- The owner occupant of a single-family residence performing any activities that do or do not require permits. The Homeowner Permit Affidavit form must be completed and submitted prior to the issuance of any permits.
- The owner of any one, two or three family home that is used as a rental or lease property, when the owner performs work activities that normally does not require a permit. If a permit is required, the owner shall provide a \$15,000 Surety Bond to the Building Department to assure permitted projects are completed. The owners name will not appear on the City Internet site. Owners of rental or lease properties shall, upon the request of any Building Official, produce evidence of ownership of any building when activities that normally do not require a permit are observed or reported to our office. Any contractors hired by the owner shall be registered. Owners of four or greater family homes are regulated by the OBC and are considered a commercial building, therefore the owner is required to register under the appropriate trade categories.
- Any charitable or non-profit organization of a single-family home that is under construction who utilizes volunteers to perform construction activities normally performed by contractors. Such organizations shall submit proof of liability insurance to the Building Department on an annual basis. Any contractors hired by the organization shall be registered.
- Any business that utilizes personnel directly employed by the company to perform activities on company owned property that may or may not require permits. A company official must complete a Registration Exemption Affidavit form. Any contractors hired by the company shall be registered.

(NOTE: Exemption from Contractor Registration does not mean exemption from providing plan submittals and attaining approvals, building permits and required inspections to comply with all building codes and ordinances in effect.)



Lancaster City Income Tax
104 E. Main St. Room 201, PO Box 128
Lancaster, Oh 43130
Phone: (740) 687-6606
taxrequest@ci.lancaster.oh.us

Business Tax Questionnaire

TIDS QUESTIONNAIRE IS FOR SOLE PROPRIETORS, PARTNERSHIPS, AND CORPORATIONS DOING BUSINESS IN THE CITY OF LANCASTER OR WITHHOLDING LANCASTER INCOME TAX FOR RESIDENTS WORKING OUTSIDE OF LANCASTER AND EMPLOYER COURTESY WITHHOLDING.

1. Name _____ Account# _____
2. Trade Name (OBA) _____ Phone _____
3. Federal EIN or Soc Sec # _____ Email _____
4. Address _____
5. Name and address where tax forms are to be mailed (if different from above) _____

6. Type of business ownership (check one)
☐ Sole proprietor (Schedule C) ☐ Non-profit organization (Go to question 7)
☐ Partnership ☐ Corporation
☐ Other (please specify) _____
7. If withholding is courtesy withholding, please give start date for withholding _____
Anticipated monthly withholding tax due to Lancaster _____
**If your company is only withholding for employees and has no business activity in the city, skip to 14.*
8. Nature of business conducted: _____
9. When does your fiscal year end-must be the same as your federal return (month and day) _____
10. Give date business and/or withholding began in this taxing jurisdiction _____
11. Do you have employees working in the taxing jurisdiction at the top of the form? ☐ Yes
☐ If yes, approximate monthly withholding \$ _____ ☐ No
12. Will you be conducting business in Lancaster? ☐ Yes ☐ No
Estimated days working in Lancaster _____ Location and date of job performed _____

13. Will you be using subcontractors? ☐ Yes-If yes, approximate # _____ ☐ No
If yes, submit a list of all subcontractors on your letterhead. (Include: business name, address, contact name, phone number, and nature of work being performed.)
14. The information hereby submitted, including any accompanying lists and statements, is true and correct.

Name of Contact Person (Please print) _____

Contact Person Signature. _____ Date _____

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Contractor Registration Bond Information

Contractor: Give this sheet to your bond company to ensure all information is correct on the bond.

Bonding Agency: Please follow the instructions below when completing the Registration Bond Form.

1. Form - Please use the bond form provided by the City of Lancaster
2. Bond Number and Date- Enter the bond number and date on the form on the lines on the top left.
3. Amount of Bond-All Contractor Registration bonds are \$15,000 . Do Not Change This Amount.
4. Name of Registrant- Complete this space with the name of the person submitting this form.
5. Name of Company -If the contractor is doing business as a company or assigning their registration to a business, complete this section with the exact full business name. If the contractor is conducting business as herself/himself, not using a business or corporation name, leave this section blank. The bond *must* contain the exact and full individual name or the exact full business name the contractor will use in doing business with the City of Lancaster. If the contractor is assigning their registration to a business, the exact full business name must appear on the bond.
6. Name of Bond Company- The bond company name must appear here.
7. Registration Type-Complete this section with the type of trade(s) in which the contractor is registered to engage. In the event a registrant performs more than one trade, all trades may be covered under a single bond however a registration fee will apply for each trade or category checked in the "Application for Contractor Registration" form.
8. Expiration Date- New registrants one year from date that appears on bond. Renewal registrants one year from the date that is established on your current bond or the date that appears on your new submitted bond.
9. Dating and Signing of Bond- This section needs to be completed by both the registrant and the bonding company. Signatures must be originals. Do not use rubber stamps.
10. Bond Seal- The bond must have either an original imprinted seal or gold seal affixed to it for validation. Any bond missing this seal is considered invalid and will be returned to the registrant without **review**.

When the bond form has been properly completed, return it to the applicant. Do not return this form to our office. The applicant must complete additional paperwork and attach a check for the registration fee. We do not accept postmarks or delivery service dates as received dates.

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Contractor Registration Bond Form

Bond# _____

Date _____

Amount \$15,000

Know All Men By These Presents:

That(Registrant)_____

Of (Company) _____

As Principal ana (Bond Company) _____

As Surety, are held firmly bound unto the City of Lancaster, c/o City Treasurer for the General Fund, City Hall, 104 East Main Street, Lancaster, Ohio 43130, as Obligee, in the sum of Fifteen Thousand and no/00th Dollars (\$15,000) to be paid to said Obligee City, its successors and assigns, and for the payment thereof well and truly to be made, we, Principal and Surety, jointly and severally bind ourselves, our heirs, executors, administrators, successors, and assigns firmly by these presents. The condition of the above obligation is such that:

Whereas, the above principal has or is about to apply to said Obligee for a registration as a _____ Contractor for the term commencing this date and ending (MO/DAY/YR)_____, pursuant to Ordinance 72-04 of the City of Lancaster, Ohio.

Whereas, Principal, his agents and employees shall save the City 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 applicant's part, in the prosecution of the work contracted, performed, pursued or attempted under such registration, pursuant to Lancaster City Ordinance 72-04.

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

It is Further Agreed and Understood that Surety Company reserves the right to cancel this bond by giving thirty (30) days written notice to Obligee c/o Administrator for the Building Department, 121 East Chestnut Street, Suite 102, Lancaster, Ohio 43130, and upon receipt of such cancellation notice, Surety Company is relieved of any further liability, Surety Company will be liable for loss accruing up to the effective date of said cancellation notice, but in no event to exceed said \$15,000.00

Signed this day of _____, in the year _____

Registration Holder _____ By _____
(Print or Type Name) (Signature)

Surety _____ By _____
(Print or Type) (Attorney-in-fact)

Place Seal Here