

Registration Notice

Per the Codified Ordinances of the City of Solon "no contractor shall perform *any* work in the City without *first* obtaining a certificate of registration from the Chief Building Official. "The certificate of registration shall be valid for the calendar year in which issued and shall be renewed annually thereafter".

In order to obtain a Certificate of Registration for the calendar year 2026 the following is required:

1. Completed application for Certificate of Contractor Registration

AND

2. Each application shall include the following:

- a. Evidence of general liability insurance in the amount of one million dollars (\$1,000,000) each occurrence and two million dollars (\$2,000,000) general aggregate. The City of Solon Ohio shall be listed as an additional insured.
- b. A completed, signed and "sealed" City of Solon, Contractor Registration Bond form.
- c. Electrical, HVAC, Refrigeration and Plumbing trades shall furnish evidence of a current license issued by the Ohio Construction Industry Licensing Board. Fire Suppression and Fire Alarm/Detection trades shall furnish evidence of a current license issued by the Ohio Fire Marshal's Office.

3. Payment of \$100 as a registration fee.

- a. Checks shall be made payable to the City of Solon Ohio and shall be attached to each application.
- b. Registration will be emailed back – otherwise submit a self-addressed stamped envelope.
- c. Applications can be submitted electronically via email to Permit@Solonohio.org with payment made by card online or over the phone upon receipt of an invoice after processing the registration.

Sincerely,

The Building Department



APPLICATION FOR:
CERTIFICATE OF CONTRACTOR REGISTRATION
BUILDING DEPARTMENT

34200 Bainbridge Road | Solon, OH 44139-2955 | Phone: 440.349.6737 | Fax: 440.349.6322

I hereby make application for a Certificate of Registration as a contractor to engage in the business of:
(Indicate the trade(s) for which your company should be listed on our website)

General Building Contractor

Cement/Paving Sewer
Fence Siding
Insulation Swimming Pools
Masonry Waterproofing
Roofing Windows/Doors
Excavating
Other _____

General Building Trades

Electric
HVAC
Plumbing
Refrigeration
Fire Alarm
Fire Supression

Specialty

Landscaping
Low Voltage
Sign
Tree Service
3rd-Party Utilities
Demolition

Office Contact _____

Company Name _____

Company Address _____

City _____ State _____ Zip Code _____

Business Phone _____ Cell Phone _____

Fax _____ Home Phone _____

Office Email _____ Other Email _____

Tax I.D. # _____ State Corporation # _____

****PLEASE SEE ATTACHED CHECK LIST FOR THE REQUIREMENTS FOR REGISTRATION****

ALL REGISTRATIONS EXPIRE ON DECEMBER 31ST OF EACH YEAR.

Applicant Name (Print)

Applicant Signature

Chief Building Official Signature

Date

Contractor Registration Bond

CITY OF SOLON OHIO

2026 Registration

BOND NO. _____

(Required prior to registration)

It is hereby known that _____ doing business as principal, hereinafter referred to as the principal, and, _____ as surety, hereinafter referred to as the surety, are held and firmly bound unto the City of Solon, Ohio, in the sum of Twenty-Five Thousand Dollars (\$25,000) for payment of which, well and truly to be made we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents. Witness our hand and seals this _____ day of _____ and we hereby certify that this bond shall be effective and in force from this date through December 31, 2026.

The conditions of the above obligations are such that the said principal made application to the City of Solon, Ohio, for a Certificate of Registration as a contractor within the City of Solon, Ohio, from this date and throughout the calendar year of 2026, which ends December 31, 2026, in accordance with the provisions of the Codified Ordinances of the City of Solon, Ohio.

Now therefore, if the said principal shall faithfully observe all the duties and discharge all the obligations incurred by him during said registration period under the ordinances of the City of Solon, Ohio, applying to the construction, alterations, repair, addition to, subtraction from, reconstruction or remodeling of any building, structure, or appurtenance thereto, or any part thereof, and the ordinances applying to landscaping, underground construction and/or work within the public right of way, and all the lawful orders of the City of Solon, Ohio, issued under said ordinances, then this obligation shall be void, otherwise, the same shall be and remain in full force and effect; the undersigned agreeing and consenting that this undertaking shall be for the benefit of any party damaged by the principal's failure to comply with the duties, terms, conditions, provisions and requirements of the ordinances of the City of Solon, applying to such work and the lawful orders of the City of Solon issued under such ordinances, as well as for the benefit of the obligee herein, and either or both may bring action on the bond, but said action must be commenced within two years after expiration of the principal's registration.

Signature of Principal or Agent for
Principal (see NOTE below)

Date

Signature of SURETY or Agent Executing
Bond (see NOTE below)

Date

Print Name of Principal

Print Name of SURETY or Agent Executing Bond

Print Address of Principal

SEAL

Required to be placed in this location

NOTE: ATTACH POWER OF ATTORNEY

If this Bond is executed by any agent for a Principal or a Surety, such Agent must affix a copy of his Power of Attorney or other evidence of authority to execute the Bond. If the Surety is a non-resident corporation of the State of Ohio, its authority to do business in Ohio must, likewise, be attached hereto.