



CITY OF BROOK PARK

BUILDING DEPARTMENT | 5590 Smith Road | Brook Park | Ohio | 44142

EMAIL buildingdept@cityofbrookpark.com
OFFICE 216.433.7412

2026 CONTRACTOR REGISTRATION – APPLICATION

Any Contractor Sub-Contractor working in the City **MUST** be registered. Work **CANNOT** begin on ANY project until approved Registration(s)/Permit(s) are on site (*Double Fees apply to any work started without Registration/Permit*)

- ☐ Comply with City of Brook Park Ordinance Chapter 1311
- ☐ Complete current year Contractor Registration form(s), and include (We will NOT make copies for you):
 - o ORIGINAL Contractor Registration Application (*Ink Signed by Business OWNER; typewritten names NOT accepted*)
 - o ORIGINAL Contractor Bond (*Per Submittal Requirements*) **MUST BE ON PAGE 2 OF THIS APPLICATION**
 - o \$125 Annual Fee (*Per Registration Type & Payable Via: Exact Cash, Money Order, Check, Visa, MasterCard, Discover*
At this time, our Office does NOT accept online payments (Payments Payable to: City of Brook Park))
 - o Current Certificate of Liability Insurance (*City of Brook Park must be listed as the Certificate holder and the following statement **MUST** appear on the Certificate "The City of Brook Park is additional insured for all work performed within the corporate limits of the City." We DO NOT accept an "X" or "Y" in the box.*)
 - o Current State of Ohio Workers Compensation Certificate
 - o Current State of Ohio License(s) – Electric, HVAC, Plumbing, Sprinkler, Security, Fire Alarm
- ☐ Mail/Drop Off completed Contractor Registration requests to the Building Department (*Allow 3-5 days processing*)
(We do not "HOLD" documents, INCORRECT and/or INCOMPLETE REQUESTS WILL BE RETURNED)

Receive Your Registration Via	☐ Email			
	☐ Mail (Include Stamped / Self Addressed Envelope for return)			
REGISTRATION TYPE(S) ON BOND(S)	☐ General ☐ Electrical ☐ HVAC ☐ Plumbing ☐ Cement ☐ Roofing ☐ Other:			
BUSINESS NAME				
Office Phone #		Email		
Street Address		City	Zip	
OWNER NAME		Email		
☐ Owner's address is same as Business address above		Cell #		
Owner's Street Address		City	Zip	
WORKERS COMPENSATION (Pursuant to Chapter 4123 of the Ohio Revised Code, I understand that state law requires me to have Workers Compensation)		☐ I have provided a copy of my current Workers Compensation Certificate for Registration ☐ I am the sole owner of my company and do not have any employees; therefore, I do not carry Workers Compensation. I understand that if sub-contractors are hired/performing any duties, they must be registered as a Contractor to perform work in the City of Brook Park		
OWNER SIGNATURE			DATE	



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BOND REQUIREMENTS FOR CONTRACTOR REGISTRATION SUBMISSION

- ☐ Comply with City of Brook Park Ordinance Chapter 1311
- ☐ **Separate Bonds are REQUIRED** for each Registration Type (*General, Electrical, Roofing, Cement etc.*)
- ☐ Bond shall be in the penal sum of forty thousand dollars (\$40,000)
- ☐ Complete calendar year specific Bond form provided (*Standard Issuance and/or Continuation Certs NOT accepted*)
- ☐ ORIGINAL copy must be submitted, and include: **BOND MUST BE ON THIS FORM**
 - o Inked signatures - Insurance Company & Business OWNER (*Typewritten names NOT accepted*)
 - o Original Insurance Company Seal (*Electronic, Embossed, Foil or Stamped seals accepted*)

2026 CONTRACTOR BOND				Bond Number: 	
AS PRINCIPAL (<i>Business Name</i>) 					
AND AS SURETY (<i>Insurance Company</i>) 					
Are hereby held and firmly bound unto the City of Brook Park, State of Ohio, in the penal sum of Forty Thousand (\$40,000) Dollars for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors and assigns, to the present. The conditions of this obligation are such that, whereas, the above named principal did on this day					
MONTH		DAY		YEAR	Make application to be registered as a
<i>(Contractor Type: General, Electrical, Roofing, Cement etc.)</i> 					
Contractor in the City of Brook Park, under the pursuant Ordinance No. 8611-1999, which is made a part of this bond by reference. Now if the said Principal shall receive from the Building Commissioner a registration as a Contractor, entitling him to engage in work or, or act as a					
<i>(Contractor Type: General, Electrical, Roofing, Cement etc.)</i> 					
Contractor, in the City of Brook Park and shall fully comply with the provisions of the Ordinances, Resolutions, Building Code and Regulations of the City guaranteeing full and faithful compliance thereto and binding the surety thereon to correct or abate any violations whenever the applicant named as principal on such bond refuses, neglects or fails to correct or abate within a reasonable time limit set by the Building Commissioner. This bond shall indemnify the City and all City Employees from injuries or damages arising by reason of the applicant's negligence or failure to properly perform work undertaken. Where any opening is made or material is placed in the street or highway, the Contractor shall remove any material remaining and replace and restore, or cause to be replaced and restored, the street or highway and the pavement over such opening, to as good a state and condition as found prior to the opening of the same, or pay the City for having same replaced and restored, as the case may be. If the Contractor fails to conform to these obligations, then the Bond shall be void ab initio. This bond shall remain in effect for the following period of time:					
MONTH		DAY		YEAR	and <u>ending on December 31, 2026</u>
It is being expressly understood that the liability of the surety for any and all claims hereunder shall in no event exceed the penal amount of this obligation as herein stated. Provided that any forbearance on the part of the City of Brook Park in respect to the neglect of failure of said principal to comply with any of the Ordinances, Resolutions or Regulations of the City of Brook Park respecting said					
<i>(Contractor Type: General, Electrical, Roofing, Cement etc.)</i> 					
work shall not in any manner operate to release of discharge the surety from its liability under this bond					
WITNESS our signatures this day		MONTH		DAY	YEAR
ATTORNEY-IN-FACT (<i>Printed Name</i>)		(SEAL)			
ATTORNEY-IN-FACT (<i>Signature</i>)					
BUSINESS OWNER (<i>Printed Name</i>)					
BUSINESS OWNER (<i>Signature</i>)					