



University Heights Contractor Registration

Dear Contractor:

The checklist provided below is to insure that all necessary paperwork for the Contractor Registration is submitted at one time - avoiding unnecessary delays in the processing of your registration.

NEEDED:

- ☐ University Heights Contractor Registration Application - completed & signed.
- ☐ Contractor Agreement - completed & signed.
- ☐ \$10,000 Surety Bond with the Power of Attorney - payable to the city (you may use our form [attached] or your insurance company's form).
We must have a signed and sealed/stamped original bond at office.
- ☐ Certificate of Liability Insurance - University Heights must be **Certificate Holder**.
- ☐ Registration for **specific trades** (Electricians, Plumber, HVAC, Refrigeration, Fire Protection, Hydronics) must be accompanied by a State License from the Ohio Construction Industry Examining Board. **Bring a copy of state license when registering.**
- ☐ \$150 Application Fee. \$150 per trade added. Acceptable payment forms: cash (exact change), check (payable to the City of University Heights), charge (MC or Visa).

If you are applying for your contractor registration via mail, please remember to include a self-addressed envelope for the receipt and certificate.

If you are applying on our Online Portal (CitizenServe), please send or bring in the signed and stamped bond. We will not issue the registration until we receive the original bond.

If there are any questions, please call the Building Department at **216-932-7800**.

City of University Heights
c/o Building Dept
2300 Warrensville Center Rd
University Heights, OH 44118
216-932-7800
Building@UniversityHeights.com



APPLICATION FOR CONTRACTOR REGISTRATION

REGISTRATION YEAR _____

Application is for (check all that apply): **FEE \$150 per trade**

☐ **General Contractor** • Specialty type of work? _____

☐ **Electrician**

☐ **HVAC**

☐ **Refrigeration**

☐ **Plumber**

☐ **Fire Protection**

☐ **Hydronics**

Note: Specific trades must have State License

TYPE OR PRINT ALL INFORMATION

Contractor Business Name: _____

Business Owner's Name: _____

Business Address: _____
street - NO P.O. BOX

city, state, zip

Business Phone: _____ Cell: _____

EMAIL: _____

Federal Tax ID #: _____ **OR** Business Owner SS#: _____

Business Owner's Home Address: _____
(If different from above)

Other persons authorized to obtain permits in applicant's name:

I hereby affirm the above information is accurate and correct under penalty of law.

Applicant's Signature

Print Name

Date

☐ Bond ☐ Insurance ☐ State License ☐ yes ☐ no

Fee

**Payment
Method**

Rec #

OFFICE USE ONLY

REGISTRATION #:

CONTRACTOR:

Contractor Agreement

State of Ohio SS County of Cuyahoga

Dear Contractor: As a condition of the University Heights Building Department accepting your registration, Codified Ordinance Section 1321.01(a) requires the applicant or registrant shall sign the following covenants:

1. I hereby bind myself or my business to obtain all necessary permits which contractor knows or should have known are or likely to be required for any or all work, prior to the commencement of any work.
2. I understand that failure to obtain any required permit may result in:
 - Revocation of the registration and/or the City's recognition of any registration or license held by the Applicant or Registrant;
 - Notice thereof to other communities in Cuyahoga County
3. Agreeing to provide a copy of the approved Registration Certificate to each customer.
4. Agreeing to maintain all information on the Registration Form on file with the City current within the proceeding 30 days.
5. Contractor has in effect with premiums fully paid, Workers' Compensation coverage, if required by the State of Ohio. Coverage is provided for all employees.
6. Any contractor submitting application for a permit must provide to the Building Dept, names of all independent or sub-contracts performing any work. Prime contractors are responsible for verification of valid Workers' Compensation coverage for all independent or sub-contractors.
7. All contractors understand and agree that customers, or the Building Dept, must be given a valid Workers' Compensation certificate upon request.
8. Acknowledging potential criminal penalties:
 - Any contractor knowingly or intentionally failing to register as required or violates registration requirements shall be guilty of a Misdemeanor of the Fourth Degree for the First Offense and a Misdemeanor of the First Degree for any additional offense; Section 1321.99.
9. The Certificate of Registration may be revoked at any time by the Building Commissioner for violation of this Building Code or Ordinances or other laws or rules or regulations of the City, or other cause which the Commissioner finds constitutes a danger or safety risk to persons or property in the City; Section 1321.06(a).
10. No contractor deemed by the Building Commissioner or his assistant to be in violation of the requirements thereof shall be permitted to perform any work whatsoever within the City. Applicants may appeal any decision of the Building Commissioner to the Board of Zoning Appeals as provided in Chapter 1101, et. seq.

The undersigned hereby understands the information contained herein and agrees to comply with these requirements.

Applicant's Signature

Date

Contractor's BOND

City of University Heights

KNOW ALL MEN BY THESE PRESENTS,

THAT _____ as principal,
doing business as _____ Company,
and _____ as surety are held
and firmly bound unto the City of University Heights or to any of its officers, for the use of any person,
persons, firm or corporation with whom such principal shall contract to construct, alter, repair, add to,
subtract from, reconstruct or remodel any building, structure, or appurtenance thereto or any part thereof,
in accordance with the provisions and the requirements of the Codified Ordinances of the City of University
Heights, in the penal sum of Ten Thousand Dollars (\$10,000.00), lawful money of the United States, for the
payment of which sum well and truly made, we bind ourselves, our heirs, our executors, administrators,
successors and assigns, jointly and severally, firmly by these presents.

Sealed with our seals and dated this _____ day of _____, 20_____.

THE CONDITIONS OF THE ABOVE OBLIGATION ARE SUCH that, whereas the above bounden principal
has made application to the Commissioner of Building for a Certificate of Registration as Contractor to engage
in the business of constructing, altering, repairing, adding to, subtracting from, reconstructing, or remodeling
any building, structure, or appurtenance thereto or any part thereof, as required by the Codified Ordinances of
the City of University Heights, during the period beginning _____ and ending the
last date of December, 20_____.

NOW, THEREFORE, if the said principal shall well and truly indemnify, keep and save harmless the City of
University Heights, or any of its agents or officials for the use of any person, persons, firm, or corporation
with whom such Contractor shall contact to do work, and shall indemnify and pay any such person, persons,
firm, or corporation for damage sustained on account of the failure of such Contractor to perform the work so
contracted for in accordance with the provision of the Codified Ordinances of the City of University Heights,
and any and all lawful rules and regulations promulgated under the authority thereof, and from or by any
reason or on account of anything done under and by virtue of any permits issued under such registration for
the doing of any work required to be done in the construction, alteration, repair, addition to, subtraction from,
reconstruction or remodeling of any building, structure, or appurtenance thereto or any part thereof, then this
obligation shall be null and void; otherwise, to remain in full force and effect.

THE LEGAL FORM AND
CORRECTNESS OF THE WITHIN
INSTRUMENT IS HEREBY
APPROVED

Director of Law

Assistant

Principal: _____

Signature Only

Address: _____

Phone: _____

Surety: _____

Address: _____

Seal/Stamp

By: _____

Attorney-in-Fact