



CITY OF SHEFFIELD LAKE

609 HARRIS ROAD
SHEFFIELD LAKE, OHIO 44054

Phone: 440-949-7141

Fax: 440-949-5169

To All Contractors:

Please read the following for changes in our registration process

1. The fee to be registered as a contractor ranges from \$50.00 to \$125.00 for each year expiring on December 31st
2. The surety bond amount is \$15,000
3. A current, valid Ohio construction Industry Licensing Board (O.C.I.L.B.) license is required for all contractors performing Electrical, Plumbing, Hydronics, HVAC and or Refrigeration work on any residential or commercial job in the City of Sheffield Lake
4. Worker's Compensation certificate is required
5. A Certificate of Insurance naming The City of Sheffield Lake Certificate Holder
6. Any Contractor found doing work in Sheffield Lake before a valid permit has been issued will pay a double permit fee
7. Anyone found doing work in Sheffield Lake before a valid permit has been issued will pay a double permit fee
8. You may go on-line to download a copy of the Contractor Registration and appropriate Residential or Commercial permit form



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Dear Contractor: Your Registration expires December 31 each calendar year

➡ **YOU MUCH REGISTER EVERY YEAR PRIOR TO DOING ANY WORK IN THE NEW YEAR** ⬅

All of the following items must be included to complete your registration

1. Application for contractor registration
2. \$15,000.00 Contractor's Bond (be sure to sign it and submit original only)
 - a. Must be on the city's form or resemble the city's form
 - b. No continuation certificates accepted
 - c. **CONTRACTOR MUST SIGN with an ink signature and submit the original bond that has the insurance company's embossed, digitized or sticker seal and return with registration**
3. CERTIFICATE OF INSURANCE with the City of Sheffield Lake as certificate holder
 - a. *Minimum of \$500,000 liability insurance*
4. If you are working as a residential or commercial electrical, plumbing, hydronics, HVAC, or refrigeration contractor, a copy of your current, valid O.C.I.L.B. LICENSE

All contractors must have a \$15,000 bond on the city's form. All contractors must have a minimum of \$50,000 property, \$100,000/300,000 bodily injury wrongful death insurance. Contractors working in the right-of-way need \$100,000 umbrella coverage. Any construction or alteration in the right-of-way must have approval by the Municipal Engineer or public work director.

REGISTRATION MAY BE REVOKED FOR:

1. Misrepresentation of a material fact by the applicant in obtaining a certificate of registration and qualification.
2. Use of a certificate of registration and qualification in obtaining a permit for another.
3. Faulty or defective workmanship.
4. Departure from or disregard of plans and specifications filed with the application for a permit.
5. The non-compliance with or violation of any provision or regulation of the building or zoning codes or rules and regulation promulgated thereunder.

ALL WORK SHALL COMPLY WITH THE CURRENT EDITION OF THE APPLICABLE CODES (O.B.C., O.M.C., O.P.C., N.E.C., RESIDENTIAL CODE OF OHIO), AND ORDINANCES GOVERNING SUCH WORK. IT IS THE CONTRACTORS RESPONSIBILITY TO BE AWARE OF ALL CURRENT CHANGES IN THE CODES, AS THEY WILL BE ENFORCED.



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Contractor Registration Form

Requirements for Registration

1. Application completed and returned
2. Certificate of Insurance with the City if Sheffield Lake names as the additionally insured
3. A check or cash make out to the City of Sheffield Lake (see FEE list below)
4. Licensed contractors must supply a copy of their Certification from the State of Ohio
5. A surety bond in the amount \$15,000 (Good until end of the year)

Application for Contractor's Registration

Applicant: (Company Name) _____

Address: (Street, city, state, zip) _____

Phone: _____ Cell: _____ Fax: _____

Fed. I.D. # or SS# _____ Contact Name: _____

Email Address: _____

Circle One:

General/Remodler

Fence/Utility Bldgs

Waterproofing/Sewer

Electrical (Cert. required)

Plumber (Cert. required)

HVAC (Cert. required)

Concrete/Mason/Paving

Landscaping/Tree Svc/Irrigation

Demolition/Excavation

FEES:

General Contractor

Sub -Contractor

Landscaping/Tree Trimmer

Seasonal (Mowing)

\$125.00

\$125.00

\$75.00

50.00



Bond Number _____

**Contractors Bond
City of Sheffield Lake**

KNOW ALL MEN BY THESE PRESENTS, THAT _____

As principal and _____ as surety are held and firmly bound unto the City of Sheffield Lake, or to any of its officers, for the use of any person, persons, firm or corporation with whom such principal shall contract, alter, repair, add to, subtract from, reconstruct or remodel any building, structure or appurtenance thereto or any part thereof, in accordance with their provisions and the requirements of the building code of the City of Sheffield Lake, in the sum of Fifteen Thousand Dollars (\$15,000.00), for the payment of which sum well and truly be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly from these presents.

THE CONDITIONS OF THE ABOVE OBLIGATIONS ARE SUCH, that whereas the above _____ has made application to the Building Inspector for registration and licensing as a _____ Contractor in the City of Sheffield Lake for the term beginning _____, 20____ and ending December 31, 20____.

NOW THEREFORE, if the said _____ shall well and truly indemnify, keep and save harmless the City of Sheffield Lake, or any of its agents or officials for the use of any person, persons, firm, or corporation with whom such contractor shall contract to do work, and shall indemnify and pay such person, firms or corporations for damage sustained on account of the failure of such contractor to perform the work contracted for in accordance with the provisions of the Building Code of Sheffield Lake and amendments thereto and any and all lawful rules and regulations promulgated under the authority thereof, and all lawful orders of the City Building Inspector and Zoning Inspector, 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.

IN WITNESS WHEREOF, this bond has been signed by our duly authorized representatives on the _____ day of _____, 20____.

PRINCIPAL

BY

SURETY

BY