

CITY OF CHILlicothe
ENGINEERING DEPARTMENT
35 South Paint Street
Chillicothe, OH 45601
(740) 773-8981 Engineering Dept
(740) 773-8980 Building Dept.
(740) 779-6476 fax
eng@bright.net e-mail

Fax

To: Wayne Nichols From: Linda Hardisty
Fax: 740-355-6927 Pages: 9
Phone: _____ Date: 11-03-06
Re: Contractor Registration CC: _____
 Urgent For Review Please Comment Please Reply As Requested

• Comments:

Applicant Information:

Name _____ Telephone () _____

Address _____

City _____ State _____ Zip _____

Social Security Number _____

Statement By Applicant

State of Ohio Trade or Contractors License # _____, Expires _____

(Required)

Bonding Company _____, Bond Number _____

Agent's Name _____ Phone () _____

Agent's Address _____ State _____ Zip _____

Liability Insurance 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. Also I hereby agree that the business will conform with the Rules and Regulations of the City of Chillicothe and Chapter 1310 of the Codified Ordinances including all amendments thereto, relating to the registering of contractors.

Signature _____ Date _____

WORKERS COMPENSATION COMPLIANCE

As an employer you are required by the State of Ohio to provide Ohio Workers' Compensation for any employees working for you. If you are **self-employed or do not have any employees** on your payroll you are **NOT** required to carry Workers' Compensation insurance. The following is to be sign and notarized and returned with your renewal application if you **self-employed or do not have any employees**.

I HEREBY STATE DUE TO THE FACT THAT I AM SELF-EMPLOYED AND DO NOT EMPLOY ANY ADDITIONAL PEOPLE, I AM NOT REQUIRED TO PROVIDE WORKERS' COMPENSATION IN ANY FORM.

Applicant signature _____

Sworn to before me and subscribed in my presence this _____ day of _____, 20 ____.

Notary Public

My Commission Expires _____.

**APPLICATION FOR REGISTRATION
CITY OF CHILlicothe BUILDING DEPARTMENT
35 S. PAINT STREET, CHILlicothe, OHIO 45601
(740) 773-8980 Office - (740) 779-6476 Fax**

Requirements for registering with the City of Chillicothe Building Department.

1. Completed application.
2. Annual fee of **Fifty Dollars (\$50.00)**. Registration must be renewed every 12 months. Failure to register shall be considered a first degree misdemeanor. Each day that a contractor fails to register constitutes a separate offense.
3. Original copy of Compliance Bond in the amount of Fifteen Thousand Dollars (\$15,000.00).
4. Certificate of Contractor's Liability Insurance in the amount of Three Hundred Thousand Dollars (\$300,000.00).
5. Ohio Workers Compensation Certificate. When your workers comp certificate expires during the year for which you are registered, you **MUST** provide a current copy. If you do not carry workers' compensation, attached sheet must be completed and **NOTARIZED**.
6. Copy of Ohio Construction Industry License if you are registering as a HVAC, refrigeration, electrical, plumbing or hydronics contractor. (*Per Ohio Revised Code, you **MUST** provide the Building Department with a copy of your State of Ohio Contractors License to perform commercial work .)

I hereby make application to the City of Chillicothe Certified Building Department for contractor registration as:
(check one or both as applies)>>

	<u>Residential</u>	<u>Commercial</u>
_____ Electrical	_____	* _____
_____ Plumbing	_____	* _____
_____ HVAC	_____	* _____
_____ Refrigeration	_____	* _____
_____ Hydronics, Steam, Gas	_____	* _____
_____ Fire/Security Detection & Suppression	_____	* _____
_____ General Contractor	_____	_____
_____ Framing & Drywall	_____	_____
_____ Roofing Contractor	_____	_____
_____ Home Improvement	_____	_____
_____ Sign (Graphics) Contractor	_____	_____
_____ Landscaping & Fencing	_____	_____
_____ Swimming Pool	_____	_____
_____ Excavator/Sewer Tapper	_____	_____
_____ Other _____	_____	_____

Business/Company Information

Business Name _____
 Address _____ Email _____
 City _____ State _____ Zip _____
 Telephone () _____ Fax () _____
 Federal Tax ID Number _____

COMPLIANCE BOND

CITY OF CHILLICOTHE
BUILDING DEPARTMENT
35 S. PAINT STREET
CHILLICOTHE, OHIO 45601
(740) 773-8980 Office
(740) 779-6476 Fax

BOND NUMBER _____

KNOW ALL MEN BY THESE PRESENTS, THAT WE _____,
as Principal, and _____, as Surety, are held and firmly bond unto THE
CITY OF CHILLICOTHE, OHIO, as OBLIGEE in the penal sum of **FIFTEEN THOUSAND AND 00/100**
(\$15,000.00) DOLLARS for the 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.

Signed, sealed and dated this _____ day of _____, 20____.

THE CONDITIONS OF THE ABOVE OBLIGATION ARE SUCH THAT:

WHEREAS, the above principal has or is about to apply to said **CITY OF CHILLICOTHE** for
registration in accordance with Chapter 1310, including all amendments thereto, of the **CITY OF CHILLICOTHE**
CODIFIED ORDINANCES, and

WHEREAS, said bond is issued for the term beginning the _____ day of _____, 20____
and ending the _____ day of _____, 20____.

NOW THEREFORE, the conditions of this obligation are such that if the said principal shall well and truly comply
with and faithfully discharge his duties according to the terms of said ordinance, then this obligation shall be void,
otherwise to be and remain in full force and effect, provided, however, that the surety may (1) cancel this bond at
any time by giving thirty (30) days notice in writing by registered mail to the Department of Building of the City of
Chillicothe, Ohio, but such cancellation or termination shall not affect any liability incurred or accrued prior to the
effective date of such written notice, and (2) this bond may be extended or continued for annual periods of one year
by issuance of a continuation certificate as evidence thereof of such continuation by the Surety.

BY: _____
PRINCIPAL

BY: _____
ATTORNEY - IN - FACT

**CHAPTER 1310
Contractor Registration**

EDITOR'S NOTE: Compliance with this chapter shall take effect January 1, 1996, with the registration period for the calendar year of 1996 commencing December 1, 1995, and being completed prior to January 1, 1996.

1310.01	Registration of contractors required.	1310.07	Conditions for registration renewal.
1310.02	Definitions.	1310.08	Acknowledgment of registration.
1310.03	Exceptions.	1310.09	Appeals.
1310.04	Registration period.	1310.10	Public records.
1310.05	Registration requirements.	1310.99	Penalty.
1310.06	Suspension or revocation of registration.		

CROSS REFERENCES

Power to license - see Ohio R.C. 715.27(C)
Work completed within one year - see BLDG. 1311.01(f)

1310.01 REGISTRATION OF CONTRACTORS REQUIRED.

No person, firm, corporation, co-partnership, partnership or any combination thereof, engaged as a contractor, subcontractor, or general contractor as herein defined shall perform any residential and/or commercial construction or work within the City without first obtaining a certificate of registration from the City Building Department.
(Ord. 96-95. Passed 9-25-95.)

1310.02 DEFINITIONS.

(a) For purposes of this chapter, any reference to or definition of "contractor" shall also include "subcontractor" and/or "general contractor".

(b) "Contractor" means any person(s) or entity(s) who constructs, alters, repairs, adds to, subtracts from, reconstructs or remodels any building, structure or appurtenance thereto, including but not limited to plumbing, sewer, heating, electrical, siding, air-conditioning, roof work, insulation work, carpentry, tree work, swimming pool installation, masonry, sign erection or any work relating to real estate.

(c) "Residential/commercial construction or work" means any construction, reconstruction and/or improvement to any residential or commercial building or property.
(Ord. 96-95. Passed 9-25-95.)

1310.03 EXCEPTIONS.

Exceptions from registration shall be as follows:

- (a) Home Owners. No provision of this chapter shall be construed to require that a fee simple owner of a parcel(s) of real estate be registered, who personally will perform work or assist in the performance of work upon the real estate. Real estate owners shall be required to obtain all necessary permits. Such work shall be performed in accordance with the Building Code and according to plans and specifications filed with the application for a permit.
- (b) Government Agencies, Public Utilities, Private Organizations. Provisions of registration shall not apply to Federal, State, County or Municipal governmental agencies, public utilities furnishing services to the City under Municipal-utility franchise agreements or to industrial, commercial or institutional organizations. A maintenance department, doing work within the provisions of the Building Code, is provided for except that should work covered by the Building Code be contracted to outside concerns, then such contractors shall be registered with the City as provided herein.
- (c) Minors. No provision of this chapter shall be construed to require a minor to be registered.
(Ord. 96-95. Passed 9-25-95.)

1310.04 REGISTRATION PERIOD.

(a) Term. All registration certificates shall expire one year from the date on which the certificate was issued.

(b) Initial Application. Initial application for registration may be made at any time during regular business hours by applying with the City Building Department and providing such information as required by Section 1310.05.

(Ord. 112-01. Passed 12-10-01.)

1310.05 REGISTRATION REQUIREMENTS.

All requirements for registration listed herein shall be met upon initial application and upon each renewal thereafter.

- (a) Application for Registration. Application for registration to engage in residential/commercial construction shall be made with the Building Department. The applicant shall furnish the Building Department all information as that department may deem necessary for the proper enforcement and purpose of this chapter.
- (b) Fees for Registration. An annual registration fee of fifty dollars (\$50.00) shall be paid in full at the time application is made and upon all subsequent renewals to the City Building Department.

- (c) Worker's Compensation. All applicants employing any other person shall submit a current State of Ohio Worker's Compensation Certificate.
- (d) Compliance Bond. A compliance bond in the amount of fifteen thousand dollars (\$15,000) and executed by a surety company authorized to transact business in the State of Ohio shall be provided at the time of application.
- (e) Liability Insurance. Current proof of liability insurance in the minimum amount of three hundred thousand dollars (\$300,000) shall be provided. (Ord. 112-01. Passed 12-10-01.)

1310.06 SUSPENSION OF REVOCATION OF REGISTRATION.

(a) Registration may be suspended by the City Engineer, Building Official or their designee(s) for any of the following reasons:

- (1) Violation of any provision of this chapter or any part of the Building Code;
- (2) Misrepresentation of material fact in order to become registered, or in the removal of registration;
- (3) Failure to secure permits, inspections and approvals required by the Building Code;
- (4) Use of registration to obtain a permit for another;
- (5) Failure or refusal to correct a violation of the Building Code within a prescribed period of time or to correct incompetent work as ordered by the City Engineer, Building Official or their designee(s);
- (6) For any other reason that is determined to be adverse to the health, safety and welfare of the residents of the City;
- (7) Repeated and continued violations of the Building Code of the City; or
- (8) Failure to maintain coverage under the Ohio Worker's Compensation Laws. Failure to comply with the City of Chillicothe Income Tax Laws. Failure to maintain the Compliance Bond and/or the Liability Insurance as herein required.

(b) Notice of suspension shall be by written notice to the contractor and shall state the grounds upon which the findings are based. The notice shall specify a reasonable period of time within which to remedy the findings. If the contractor fails to remedy the findings, the City Engineer, Building Official or their designee(s) shall proceed with a stop work order and revocation of the Registration subject to the appeal procedure set forth by the Board of Zoning Appeals in Chapter 1137 of the Codified Ordinances. (Ord. 96-95. Passed 9-25-95.)

1310.07 CONDITIONS FOR REGISTRATION RENEWAL.

(a) The City Building Department shall issue a renewal certificate of registration to any contractor who meets the requirements stated herein.

- (1) The contractor has been issued an original certificate of registration.
- (2) The contractor has updated his original application by making any changes that have occurred in the information contained on his original application.
- (3) Evidence of continuing liability insurance coverage, compliance bond and Worker's Compensation in the amounts and forms as is required for issuance of an original certificate of registration is provided.

- (4) Payment of the renewal certificate of registration fee in the amount set forth in this chapter has been tendered.
- (5) The contractor's record of work in the City does not show repeated violations of the Building Code of the City as determined by the City Engineer, Chief Building Official or their designee(s).
(Ord. 96-95. Passed 9-25-95.)

1310.08 ACKNOWLEDGEMENT OF REGISTRATION.

It shall be the duty of any person or entity subject to the registration requirement set forth in this chapter to present a Certificate of Registration as provided by the City Building Department to any enforcement officer or customer who requests verification thereof.
(Ord. 96-95. Passed 9-25-95.)

1310.09 APPEALS.

Any contractor whose application for annual renewal of his certificate of registration has been refused by the City Building Department or whose certificate of registration or annual renewal thereof has been revoked by the City Engineer, Building Official, or their designee(s) may appeal the refusal or revocation to the Board of Zoning Appeals in accordance with those procedures as established in Chapter 1137 of the Codified Ordinances.
(Ord. 96-95. Passed 9-25-95.)

1310.10 PUBLIC RECORDS.

(a) The City Building Department is authorized and directed to maintain an accurate record and accounting of all registrants pertaining to this chapter.

(b) All persons residing in the City shall have access to information concerning current registrants under this chapter during regular business hours by contacting the City Building Department in person or by telephone and providing the appropriate information.
(Ord. 96-95. Passed 9-25-95.)

1310.99 PENALTY.

(a) Failure to Register. Failure to register with the City Building Department as set forth in this chapter shall result in termination of all work on the project or projects under violation and/or a fine of fifty dollars (\$50.00) for each offense. A separate offense shall be deemed committed on each day during or on which a violation occurs or continues until such registration is completed.

(b) Failure to Maintain Minimum Requirements. Failure to maintain the minimum registration requirements of this chapter shall result in termination of all work on the project or projects under violation and/or a fine of fifty dollars (\$50.00) for each offense. A separate offense shall be deemed committed on each day during or on which a violation occurs or continues until proof of such requirements are presented.
(Ord. 96-95. Passed 9-25-95.)



Department of Development

Friday, November 3, 2006

City Development » Forms for Permits, Licenses and Registrations » **Contractor License and Registration Applications**

DEVELOPMENT

- ▶ Home
- ▶ Business Development
- ▶ Building Owners, Contractors, Design Professionals
- ▶ **Forms for Permits, Licenses and Registrations**
 - ▶ Building Permit Applications
 - ▶ **Contractor License and Registration Applications**
 - ▶ Graphic/Sign Applications
 - ▶ Inspection Request Applications
 - ▶ Miscellaneous Forms and Applications
 - ▶ Permit Tracking
 - ▶ Skilled Trade Permit and Applications
 - ▶ Zoning Forms and Applications
- ▶ Neighborhoods and Residents
- ▶ Publications and Reports
- ▶ Divisions and Offices
- ▶ Frequently Asked Questions
- ▶ Contact Us
- ▶ Calendar

Licenses and Registrations for Contractors

(GC Complete)	Complete General Contractor Registration Packet 2005 (includes instructions, application, assignment form)
(OCILB Complete)	Complete OCILB Contractor Registration Packet 2005 (includes instructions, application, assignment form)
(Fire Complete)	Complete Fire Contractor Registration Packet 2005 (includes instructions, application, assignment form)
(L-19)	Demolition Contractor Registration Application
(Escrow)	<u>Application for Elective Suspension (Escrow) - License and Demolition Contractor ONLY</u>
(L-20)	License Application Journeyman Plumber, Sewer Contractor and Home Improvement General or Limited
(L-25)	Sign Erector License Application (General or Limited)
(Fire Bond)	Fire Contractor Bond Forms (Ohio Division of State Fire Marshal)
(GC Bond)	Contractor Registration Bond Forms (General Contractor)
(L-2)	Affidavit for Sub-Contracting (blank)
(L-2) Fillin	Affidavit for Sub-Contracting (PDF fill in version)
(Bond)	Contractor License/Registration Bond Forms - <i>All Others</i>
(L-1)	SOFT Account Application
(L-AF)	Assignment / Authorized Signer



Columbus One-Stop Shop**How do I...?****Determine when I need a building permit?**

A building permit represents the city's authorization to begin construction. Most work involving new construction or remodeling requires a building permit. Work classified as maintenance does not. If you are erecting, constructing, enlarging, adding to, altering, repairing, replacing, moving, improving, removing, installing, converting, demolishing, equipping, using, occupying, or maintaining a building, structure, or building service equipment, you must obtain a permit.

Get a permit?

Customers can obtain permit applications in person.

The Building Services Division Customer Services Center
757 Carolyn Avenue
Columbus, Ohio 43224
Monday – Friday 8 a.m. to 4 p.m.

Applications can also be sent via fax or mail by calling the Customer Service Information Line at 614-645-7314. Application forms are also available on-line.

Determine the Cost of a Permit?

Customers can determine the cost of a permit by printing a copy of the entire fee schedule in adobe acrobat format by clicking the following link: [Fee Schedule 2003](#)

Get an inspection?

Once a building or mechanical permit is purchased customers can receive a next-day inspection. Separate phone lines have been set up to receive voicemail inspection requests. Requests can also be faxed or e-mailed. Inspections will be made the following business day if the request is received by 4 p.m.



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Questions? Comments?
Contact the Webmaster

HVAC/REF Inspection Line – 645-8138
Electric Inspection Line – 645-8265
Plumbing Inspection Line – 645-8355
Structural Inspection Line – 645-8235
Fax – 645-8358
E-mail: Inspectionrequest@cmhmetro.net

Acceptance tests for fire alarm systems require payment and must be scheduled in person. For questions regarding Acceptance Tests please call 645-5698.

All other inspections need to be scheduled through the appropriate City Agency.



GENERAL 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 Licensing/Registration Bond Form.

We have attached a sample bond form for your convenience. Please refer to this sample form when you have questions about the information below.

1. **Form.** Use the enclosed bond form provided.
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 License/Registration bonds are \$15,000.00. Do not change this amount.
4. **Name of Licensee.** Complete this space with the name of the individual you wish to designate as the responsible party for your registration.
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. (Contractors do business under a variety of names, many use more than one name. 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 Columbus. 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 listing the type of trade as "General" Contractor.
8. **Expiration Date.** Expiration dates for City of Columbus General Contractor Registration(s) are based upon the first letter of the last name of the individual you designate as the responsible party for your registration. Please use the following table to calculate the appropriate expiration date:

Last Name Begins With:	Bond to Expire:
A - F	December 31
G - L	March 31
M - R	June 30
S - Z	September 30
9. **Dating and Signing of Bond.** This section needs to be completed by both the individual designated in item #4 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 applicant 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 require all paperwork to be submitted as a single package. Valid date of receipt by our office is the time-date stamp we administer. We do not accept postmarks or delivery service dates as received dates.

QUESTIONS?

Please call (614) 645-6083. This is a voice-mailbox. You may leave your name, number, and a brief description of your question and one of our customer service representatives will return your call.

Building Department Information (by city)

[ABOUT BX](#) [HOME](#) [MEMBERSHIP INFORMATION](#)



City of Columbus

Building Services Division

757 Carolyn Avenue

Columbus, Ohio 43224

Phone: 614-645-7314

Fax: 614-645-0333

Web site: td.ci.columbus.oh.us

Newsletter
Membership Directory
Plan Room/Bids
Job Board
Products & Services Guide
Safety
Education
Events
Awards
Building Dept. Info
Industry Links
Discount Services
Youth Programs
Workforce Development
BX Foundation

CONTACTS:

Mark Barbash, Director - Department of Development

Ph: 614-645-8585

Email: mbarbash@columbus.gov

Mark Brumenschenkel, Chief Administrator- Department of Development

Ph: 614-645-7776

Email: mbrumenschenkel@columbus.gov

Charlie Boshane, Assistant Chief Building Official

Ph: 614-645-5632 Fax: 614-645-6419

Email: ceboshane@columbus.gov

Andy Beard, Chief Plans Official

Ph: 614-645-8458 Fax: 614-645-6419

Email: abeard@columbus.gov

Subha Ghatak, Building Plan Examiner Supervisor

Ph: 614-645-2560 Fax: 614-645-6419

Email: stghatak@columbus.gov

Michael S. Finks, Customer Service Center Manager

Ph: 614-645-4685 Fax: 614-645-7840

Email: msfinks@columbus.gov

Customer Service Hours:

Monday, Tuesday, Thursday, Friday: 8:00 a.m. - 4:00 p.m.

Wednesday: Noon to 4:00 p.m.

From the Office of the Department of Development:

Detailed Submission Procedures: City of Columbus Digital Standards

In accordance with the previous Detailed Submission Procedures notification that was distributed on January 3, 2006, the City of Columbus will be fully implementing various City approval processes shall commence to require the submission of digital information to supplement the existing paper submission requirements. Failure to provide this digital information shall result in the rejection of the associated application, and/or other actions.

Details regarding these provisions are available on the City of Columbus Web site: <http://development.columbus.gov/formsandpublications/digital-submission->



GENERAL INFORMATION FOR LICENSING

Journeyman Plumber, Sewer Contractor, Home Improvement Contractor General and Limited

The following information pertains to licenses issued to:

- Journeyman Plumber**
- Sewer Contractor**
- Home Improvement Contractor - General**
- Home Improvement Contractor - Limited**

- A copy of the test results, from an approved testing agency, (Currently Experior Assessments, LLC; (614) 836-7881) with a passing score of 70% or higher must be attached to your completed license application.
- Applications must be submitted within ninety (90) calendar days of passing the test.
- Study references for each license exam may be found in the "Candidate Information Bulletin" published by Experior Assessments, LLC., (614) 836-7881.
- A NON-REFUNDABLE ~~\$160.00~~ filing fee must accompany each application. Payment may be made in person or by mail at Building Services Division, 757 Carolyn Avenue, Columbus, Ohio 43224, payable to "Columbus City Treasurer." *→ Fee has increased to \$185.00*
- Please review all information and have your application notarized before filing for a license.
- Applicant must possess the required experience as stated within this application.
- After obtaining approval and certification by the Board of Review, a license fee must be paid and a bond obtained. The license and bond must be renewed annually.

MINIMUM PROCESSING TIME FOR SUBMITTED DOCUMENTS IS 10 BUSINESS DAYS!

The tentative meeting schedule for the various Boards is as follows:

CONTRACTOR BOARD	BOARD SECRETARY PHONE#	TENTATIVE MEETING DATE
Home Improvement	645-6371	1st Wednesday of each month
Plumbing	645-6340	3rd Wednesday of each month

- **APPLICATION MUST BE SUBMITTED SEVEN (7) DAYS PRIOR TO BOARD MEETING.**

If additional information is needed, please call the contractor license message center at (614) 645-6083 or the Board Secretary (for your appropriate trade). This is a voice mailbox. Please leave your name, number, and a brief message. One of our customer service representatives will return your call. Forms and other information can be found at our website at td.ci.columbus.oh.us

** Note: We also use ICC Examination Services as an approved testing agency, their telephone number is (877) 783-3926.*

(FOR Sewer an Journeyman Plumber only!)



LICENSE APPLICATION

Journeyman Plumber, Sewer Contractor, Home Improvement Contractor General and Limited

Application Date _____

SPECIFY TYPE REQUESTED

- Journeyman Plumber Home Improvement Contractor - General
 Sewer Contractor Home Improvement Contractor - Limited (specify) _____

Note: 1) A separate application is required for each license type requested; 2) Attach a copy of examination grade results. For Criteria of application for the above licenses, refer to Columbus Building Code Chapter 4114.

I, the undersigned, hereby apply for a Contractor License, in the City of Columbus, Ohio, and for that purpose give the following information and answers to ALL of the questions contained in this application:

Name _____ Date of Birth _____ Social Security # _____

Home Address _____ City/State/Zip _____

Home Telephone _____ Business Telephone _____

Have you ever been summoned before any City of Columbus Licensing Board for any type of violation hearing? Yes No

If YES, Which Board? _____ Date _____ Board Decision _____

Have you ever pled guilty or been found guilty of any offense other than non-moving traffic violations? Yes No

If YES, Please list below:

OFFENSE	DATE OF ARREST OR CITATION	PLACE (CITY AND STATE)

WORK HISTORY

List your present employment, then follow with any previous employment that applies. Only the employment listed will be considered in determining eligibility of the applicant. *Note:* Attach additional sheets and/or resumé if necessary.

FROM (MO/DAY/YR)	TITLE OF YOUR PRESENT POSITION	EMPLOYER/ORGANIZATION	AREA CODE/BUSINESS PHONE
TO (MO/DAY/YR)	MAILING ADDRESS		
NAME AND TITLE OF IMMEDIATE SUPERVISOR		ARE YOU WORKING FOR THIS EMPLOYER NOW?	YES NO
		IF YES, MAY WE CONTACT THIS EMPLOYER?	YES NO
DESCRIPTION OF DUTIES/INSTALLATION EXPERIENCE			
FROM (MO/DAY/YR)	TITLE	EMPLOYER/ORGANIZATION	AREA CODE/BUSINESS PHONE
TO (MO/DAY/YR)	MAILING ADDRESS		
NAME AND TITLE OF IMMEDIATE SUPERVISOR			
DESCRIPTION OF DUTIES/INSTALLATION EXPERIENCE			
FROM (MO/DAY/YR)	TITLE	EMPLOYER/ORGANIZATION	AREA CODE/BUSINESS PHONE
TO (MO/DAY/YR)	MAILING ADDRESS		
NAME AND TITLE OF IMMEDIATE SUPERVISOR			
DESCRIPTION OF DUTIES/INSTALLATION EXPERIENCE			

Check here if resumé or additional sheets are attached.



NOTARY

I hereby certify that, to the best of my knowledge and belief, all statements made herein or attached are complete and accurate. I understand that any false statements later disclosed will cause loss of my right to examination and/or certification, and may subject me to prosecution under Ohio Revised Code Section 2921.13.

Date _____ Signature _____

SWORN to before me and subscribed in my presence this _____ day of _____, in the year _____

Notary Public _____ My Commission Expires _____

Notary Seal Here

OFFICIAL USE ONLY

Exam Result _____ Test Score _____ Date _____

Board Action for Certification Approved Disapproved Tabled Rejected for Eligibility Void Due to Time Limit

Board Member Initials YES _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ Yes _____ No

NO _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ Review Date _____

Board Chairman _____

By (Secretary) _____ Date _____

Issue Date of License _____ | _____ | _____ License # _____

By (Licensing Rep.) _____



COLUMBUS BUILDING CODE

4114.505 Minimum experience qualifications for a Department issued license.

(A) Home improvement general contractor license. The applicant for a home improvement general contractor license shall have a minimum of three (3) full years of "hands-on" installation experience in the one-, two-, and three-family home improvement field.

(B) Home improvement limited contractor license. The applicant for a home improvement limited contractor license in the following fields of specialization shall have a minimum of one (1) full year's of "hands-on" installation experience in that field for which a license is applied for:

- (1) Residential roofing.
- (2) Residential siding, windows and doors.
- (3) Residential wood deck installation.
- (4) Residential basement waterproofing.
- (5) Residential prefabricated fireplaces and wood or coal stoves.
- (6) Residential masonry fireplaces.
- (7) Residential aluminum siding installation.
- (8) Residential fencing.
- (9) Residential sidewalks and driveway approaches.
- (10) Residential exterior lathing and stucco.
- (11) Residential swimming pool and spas.
- (12) Residential asphalt paving.
- (13) Residential irrigation sprinkler

(C) "Hands-on" experience shall be characterized by the active personal involvement of the applicant in the activity directly related to the type of license for which an application was made. Such active personal involvement shall have provided for the acquisition of practical experience, knowledge and mechanical aptitude in the physical installation, operation, control, adjustment, repair and maintenance of the specific trade or craft.

(D) Sewer contractor license. The minimum of experience required for an applicant for a sewer contractor's license shall be evidenced in writing and shall have been obtained in any of the following ways:

(1) Two (2) consecutive full year's experience under the supervision of a Columbus or other recognized jurisdiction's licensed sewer contractor; or,

(2) Three (3) cumulative, nonconsecutive full year's experience under the supervision of a Columbus or other recognized jurisdiction's licensed sewer contractor; or,

(3) A current, valid license as a sewer contractor in another recognized city, county or state; or,

(4) Two (2) full years' experience working on sewer system(s).

(E) Journey person license. The minimum of experience required for an applicant for a journey person plumber license shall be as follows: Have a minimum of five (5) full years' experience in the plumbing trade installing building services plumbing systems and apparatus including potable water systems; or, Completed a United States Department of Labor, Bureau of Apprenticeship Training (USDOL, BAT) certified plumbing apprenticeship program.

(F) Alternatively, in lieu of the above requirements of Sections (A), (B), (C), (D) or (E) above, an applicant for any license may be:

(1) An engineer, registered in Ohio, in the specific field of work for the type of license for which application is made; or,

(2) A graduate engineer, with at least one (1) full year's experience as a designer or installer in the specific field of work for the type of license for which application is made.

(G) Determination of a full year. A "full year" of experience, where required in sections (A) through (F) above, shall be based on twelve (12) consecutive calendar months during which the applicant shall have been gainfully and verifiably employed for not less than sixteen hundred (1600) working hours at the specific craft, trade or profession for which an application for a Department issued license has been made.



GENERAL 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 Licensing/Registration Bond Form.

We have attached a sample bond form for your convenience. Please refer to this sample form when you have questions about the information below.

- 1. Form.** Use the enclosed bond form provided.
- 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 License/Registration bonds are \$15,000.00. Do not change this amount.
- 4. Name of Licensee.** Complete this space with the name of the individual you wish to designate as the responsible party for your registration.
- 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. (Contractors do business under a variety of names, many use more than one name. 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 Columbus. 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 listing the type of trade as "General" Contractor.
- 8. Expiration Date.** Expiration dates for City of Columbus General Contractor Registration(s) are based upon the first letter of the last name of the individual you designate as the responsible party for your registration. Please use the following table to calculate the appropriate expiration date:

Last Name Begins With:	Bond to Expire:
A - F	December 31
G - L	March 31
M - R	June 30
S - Z	September 30
- 9. Dating and Signing of Bond.** This section needs to be completed by both the individual designated in item #4 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 applicant 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 require all paperwork to be submitted as a single package. Valid date of receipt by our office is the time-date stamp we administer. We do not accept postmarks or delivery service dates as received dates.

QUESTIONS?

Please call (614) 645-6083. This is a voice-mailbox. You may leave your name, number, and a brief description of your question and one of our customer service representatives will return your call.



GENERAL CONTRACTOR REGISTRATION BOND FORM ①

Bond # ② _____
Date ② _____
Amount \$15,000.00 ③

KNOW ALL MEN BY THESE PRESENTS:

That (Licensee/Certificate holder) ④ _____
of (Company Name) ⑤ _____
as Principal and (Bond Company) ⑥ _____

as Surety, are held firmly bound unto the City of Columbus, c/o City Treasurer for the General Fund, city hall, 90 West Broad Street, Columbus, Ohio 43215, as Obligee, in the sum of Fifteen Thousand and no/100th Dollars (\$15,000.00) 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 conditions of the above obligation are such that:

WHEREAS, the above principal has or is about to apply to said Obligee for a license/registration as a ⑦ _____ Contractor
for the term commencing this date and ending (MO/DAY/YR) ⑧ _____, pursuant to Chapter 33 or 41 of the Columbus City Codes, 1959, as applicable.

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 license/registration, pursuant to Columbus City Code Title 41, sections 4114.515, 4114.707 and 4114.913.

NOW THEREFORE, if the license/registration shall be issued to Principal and 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 Services Division, 757 Carolyn Avenue, Columbus, Ohio 43224, 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 ⑨ _____ day of _____, in the year _____ ⑨

Licensee/Certificate Holder _____ (PRINT OR TYPE NAME) ⑨ By _____ (SIGNATURE) ⑨

Surety _____ (PRINT OR TYPE NAME) ⑨ By (Attorney-in-fact) _____ (SIGNATURE)

⑩
Seal



GENERAL CONTRACTOR REGISTRATION BOND FORM

Bond # _____
Date _____
Amount \$15,000.00

KNOW ALL MEN BY THESE PRESENTS:

That (Licensee/Certificate Holder) _____
of (Company Name) _____
as Principal and (Bond Company) _____
as Surety, are held firmly bound unto the City of Columbus, c/o City Treasurer for the General Fund, City Hall, 90 West Broad Street, Columbus, Ohio 43215, as Obligee, in the sum of Fifteen Thousand and no/100th Dollars (\$15,000.00) 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 conditions of the above obligation are such that:

WHEREAS, the above principal has or is about to apply to said Obligee for a license/registration as a _____ Contractor
for the term commencing this date and ending (MO/DAY/YR) _____, pursuant to Chapter 33 or 41 of the Columbus City Codes, 1959, as applicable.

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 license/registration, pursuant to Columbus City Code Title 41, sections 4114.515, 4114.707 and 4114.913.

NOW THEREFORE, if the license/registration shall be issued to Principal and 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.

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Signed this _____ day of _____, in the year _____

Licensee/Certificate Holder _____ By _____
(PRINT OR TYPE NAME) (SIGNATURE)

Surety _____ By (Attorney-in-fact) _____
(PRINT OR TYPE NAME) (SIGNATURE)

Seal



COMPLAINT FORM

Please complete this form, have your signature notarized, and return it to
Building Services Division, 757 Carolyn Avenue, Columbus, Ohio 43224.

Attn: Secretary of the Board for...

- Electrical Contractors Board 645-6076
- Home Improvement Contractors Board 645-6371
- Plumbing Contractors Board 645-6340
- Refrigeration Contractors Board 645-3270
- Steam and Hot Water Contractors Board 645-6340
- Warm Air Heating Contractors Board 645-3270

If you have questions, please contact the number following the Board you are referencing.

Address of site where work was to be completed: _____

COMPLAINANT INFORMATION

Name _____

Relationship to property owner _____

Address _____

Home phone _____ Business phone _____

Job title _____

PROPERTY OWNER INFORMATION

Name _____

Address _____

Home phone _____ Business phone _____

CONTRACTOR INFORMATION

Contractor who agreed to perform the work _____

Address _____

Home phone _____ Business phone _____

ADDITIONAL INFORMATION

Were you informed by a representative of the company if they were licensed to do work in the City of Columbus?
 YES NO If Yes, what was their License # _____

To your knowledge, were the proper permits obtained for the work being done, prior to the start of the work?
 YES NO

CONTRACT INFORMATION

Was a written contract supplied to you? YES NO

Was the contract signed by you? YES NO

Did the contract indicate that all permits, fees, and inspections were included in the permit costs? YES NO

What was the original date of the agreement or contract? _____

What was the date the job was initiated? _____

Did anyone other than the contractor purchase any of the material? YES NO

If yes, by whom? _____

