



Contractor Registration

Building Department
9543 Broadview Road • Broadview Heights, OH 44147
440.526.6864 / building@broadview-heights.org

2026 City of Broadview Heights Contractor Registration

Valid dates on this 2026 Bond: Effective Date - January 1, 2026 (any date in 2026) – Expiration Date - December 31, 2026.

All general contractors, subcontractors, specialty contractors, and landscapers performing any work within the City, regardless of whether a permit is required, must register with the City and the Regional Income Tax Agency (RITA) before beginning any work. Contractors who start work in the City without registering may be subject to additional fees, a stop work order, and/or a court citation.

Use the following information to ensure accurate completion of the application.

PAYMENT: Annual registration is \$100.00. No refunds.

Payment can be made with cash, credit cards, or checks payable to the City of Broadview Heights. Please do NOT staple check to the paperwork.

Online payments can be made on our website, www.broadview-heights.org. A 3.5% fee will be added.

CONTRACTOR CATEGORIES:

Those working as a registered contractor, either by hire, contract, or subcontract, must register for each classification type. There is no extra charge for bonds with more than one trade listed.

The 'Trade Classification' wording listed on the application **must match** the Type of Contractor listed on the City of Broadview Heights bond. You may state an additional classification type on the application **ONLY** if both classification types are listed on the bond. Only will be charged \$100.00 regardless of how many trades are listed on bond.

The following contractor categories **MUST** submit a Current State License with their application:

Electric	Hydronic	Fire Suppression	Refrigeration
HVAC	Fire Protection	Plumbing	

BOND: USE ATTACHED BOND FORM!

NO ALTERATIONS MAY BE MADE TO THE YEARS ON THE BOND FORM OR REGISTRATION APPLICATION!

- Insurance company seal/stamp must be visible.
- Must include Power of Attorney.
- The bond effective date must be dated in 2026 and expire December 31, 2026.
- No Continuation Certificates are accepted.
- No grace period is given in December for the following year's registration.
- If your bond gets canceled by your insurance company this will result in automatic cancelation of your registration.

CERTIFICATE OF INSURANCE:

- The Certificate of Insurance with bodily injury \$100,000/\$300,000 and property damage of least \$50,000.
- The City of Broadview Heights must be listed as a Certificate Holder.
- *Please Note:* If the insurance certificate expires during the year, you must submit a new certificate.

Contractor Registration

WORKERS' COMPENSATION:

- Copy of your current workers' compensation certificate – *after the expiration date of June 30th, it is your responsibility to submit a new certificate.*
- If you are a SOLE Proprietor, with no employees other than yourself, please note on the application.

RITA BUSINESS REGISTRATION FORM 48: ALL contractors must notify RITA at <https://ritaohio.com/> with the number of days & locations of work that the company does in Broadview Heights. **The City of Broadview Heights does not need a copy of the form.** If you are not currently paying taxes to RITA in Cuyahoga County, submit FORM 48 to RITA online at <https://ritaohio.com/>.

IMPORTANT NOTES:

Registration certificates will be given in person or emailed to the primary contact email address listed on the application.

Applications that are incomplete or missing information WILL NOT BE PROCESSED and returned to you.

You are responsible for submitting new documents when they expire. Failure to do so will result in delayed permit approvals and inspections.



City of Broadview Heights Contractor Registration

Office use

Registration Year: **2026**

Date Received: _____

Renewing Registration

New Registration

*Company Information

Name of Business

Owner

Company Address

Business Email

City/State/Zip

Business Phone

* Primary Contact/Representative for the Company

Name

Email *Registration certificates will be sent to this address*

Cell/Phone

*Trade Classification(s)

Trade(s) must match the bond form.

*Federal ID #: _____

*Workers' Compensation:

I have a Workers' Compensation Certificate *(please provide a current copy with your submission)*

I'm a sole proprietor, and I do not have Workers' Compensation

*R.I.T.A.:

Yes, I'm registered with RITA *(I do not need to submit a RITA form to the Building Dept.)*

No, I'm not registered with RITA *(I must complete Form 48 at <https://ritaohio.com/>)*

This is a certification that the applicant for the registration is qualified to perform the work of the type of the building trade listed within the corporation limits of Broadview Heights, Ohio, by Chapters 1445 & 1446 of the Building Code. Any specialty contractor registering for **ELECTRIC, PLUMBING, HVAC, HYDRONIC, REFRIGERATION, and FIRE SUPPRESSION/PROTECTION** must also hold and submit a valid state license issued under the State of Ohio. I agree to conform to all City Ordinances in addition to applicable State and Federal laws and regulations that may be in effect when this registration is valid. I hereby certify that I will abide by the provisions of the Codified Ordinances of the City of Broadview Heights, Ohio, that I am fully aware of the requirements of the same, and that any misrepresentation of data or facts on this application will be cause for refusal of the registration or revocation of the registration now or in the future. I understand that it is the contractor's responsibility to notify the Regional Income Tax Agency of the number of days and locations of the work the company is doing in the City of Broadview Heights.

Business Owner's Printed Name

Business Owner's Signature

Date



City of Broadview Heights Contractor Registration

Effective Date: _____, 2026

Bond #: _____

LICENSE/REGISTRATION PERMIT BOND

KNOW ALL PERSON BY THESE PRESENTS:

That we, _____
PRINCIPAL NAME

Of _____, State of _____, as Principal
CITY

And _____, a Corporation duly licensed to do business
SURETY COMPANY NAME

In the State of Ohio, as Surety, are held and firmly bound unto the **CITY OF BROADVIEW HEIGHTS**, State of Ohio, As Obligee, in the penal sum of **TWENTY-FIVE THOUSAND DOLLARS** (\$25,000.00) lawful money of the United States, to be paid to the Obligee, for which payment well and truly to be made, we bind ourselves and our legal representatives, firmly by these presents.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, That Whereas the Principal has been registered as (an) a _____ Contractor, by the Obligee.
TYPE(S) OF CONTRACTOR

NOW, THEREFORE, this bond shall guarantee full and faithful compliance by the applicant/principal with all provisions of the Building Code, Ordinances and rules, and regulations of the City of Broadview Heights and shall bind the surety thereon to correct or abate any violation of the Building Code, Ordinances and rules and regulations of the City, or such rules and regulations wherever the applicant for the named license as principal on such bond refuses, neglects or fails to correct or abates such violation within a reasonable time limit set by the Building Commissioner. **THIS BOND SHALL ALSO INSURE TO THE BENEFIT OF ANY PERSON MAKING A COMPLAINT OF SUCH VIOLATION AS WELL AS TO THE CITY OF BROADVIEW HEIGHTS.**

This obligation is to be void; otherwise to remain in full force and effect for the current calendar year ending DECEMBER 31, 2026.

Dated this _____ day of _____, 20____.

SEAL:

Principal

Principal

BY: _____
Surety Agent Executing Bond