



City of Broadview Heights  
 Building Department – Rm. 212  
 9543 Broadview Road  
 Broadview Heights, Ohio 44147  
 www.broadview-heights.org

**CONTRACTOR REGISTRATION**

<b>Office Use</b>
Registration # <b>2020-</b> _____
Date Received: _____, 2020
Application #: _____
Check ( ) Cash ( ) Credit ( )
Payment Reference # _____
Receipt # _____

Name of Owner

\_\_\_\_\_  
 Name of Owner

\_\_\_\_\_  
 Home Address

\_\_\_\_\_  
 City, Zip Code

\_\_\_\_\_  
 Mobile Phone

\_\_\_\_\_  
 Email

Name of Company, Partnership, or Corporation:

\_\_\_\_\_  
 Name

\_\_\_\_\_  
 Business Address

\_\_\_\_\_  
 City, Zip Code

\_\_\_\_\_  
 Company Telephone #

\_\_\_\_\_  
 Company Business/Trade

In addition to the above names, the following are offices, partners, or authorized representatives of the above named company:

\_\_\_\_\_  
 NAME & TITLE

\_\_\_\_\_  
 NAME & TITLE

<p><b>I am registering to work in Broadview Heights as a:</b></p> <p style="text-align: center;">_____          CONTRACTOR TYPE OR BUILDING TRADE</p>
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- I have registered with Broadview Heights in prior years.       I have never registered in this City or I don't recall.
- I am a **SOLE PROPRIETOR** and have no other employees other than myself. I do not have Worker's Compensation.
- If you have a Federal ID Number, print it here: \_\_\_\_\_
- If you are NOT registered with RITA, you must complete Form 48 at [RITAOHIO.COM](http://RITAOHIO.COM).**  
 (If you are registered with RITA, you do not need to submit a RITA form.)

<p>This is 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, in accordance to Chapters 1445 &amp; 1446 of the Building Code. Any specialty contractor registering for <b>ELECTRIC, PLUMBING, HVAC, HYDRONIC, REFRIGERATION, FIRE SUPPRESSION/PROTECTION</b> must also hold and submit a valid state license issued pursuant to 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 during the time that this registration is valid.</p> <p>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. <b>I understand that it is the responsibility of the contractor to notify the Regional Income Tax Agency with the number of days and locations of the work that the company is doing in the City of Broadview Heights.</b></p>		
<p>_____          APPLICANT'S PRINTED NAME</p>	<p>_____          APPLICANT'S SIGNATURE</p>	<p>_____          DATE</p>
<p><b>ALL INFORMATION MUST BE PRINTED IN INK, LEGIBLE AND COMPLETED IN FULL.</b></p>		



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## CONTRACTOR REGISTRATION INSTRUCTIONS & CHECKLIST.

Any and all general contractors, specialty contractors, subcontractors and landscapers performing any work within the City, (regardless of whether a permit is required) shall be required to register with the City and the Regional Income Tax Agency (RITA) prior to beginning any work in the City. Contractors who begin work in the City without first registering may be subject to additional fees, a stop work order and/or a court citation. Attached are the forms that need to be completed for your company/trade.

### **ANY APPLICATION MISSING ANY INFORMATION WILL NOT BE PROCESSED AND WILL BE RETURNED.**

**NOTIFICATION:** If you do not submit your application in person, you must provide a self addressed stamped envelope with your application. Your certificate will be mailed to you through regular mail. No emails.

**PAYMENT:** We accept Cash, Check, or Credit Cards in person but only checks or money orders through the mail. Make checks out to the City of Broadview Heights. The fee of the annual registration during any time of the year, is one hundred dollars (\$100.00). No refunds.

**CONTRACTOR CATEGORIES:** Those engaging in work as a registered contractor, either by hire, contract or subcontract, shall be registered for each classification type. The wording of your classification must match the wording on the bond. You may state an additional classification type on the applicaiton **ONLY** if both classification types are listed on the bond. The following contractor categories **MUST** submit a Current State License with their application: **Electric, Plumbing, HVAC, Refrigeration, Hydronic, Fire Supression, and Fire Protection.**

**BOND:** A twenty-five thousand dollar (\$25,000.00) bond is required for each registration. The bond shall be on a **Broadview Heights Bond Form** with your insurance company's seal/stamp and a Power of Attorney attached. The bond expiration date shall be December 31st annually. No Continuation Certificates will be accepted. Either the principal or an authorized representative of the company named **MUST sign the bond form**. We will only accept the "original" stamped/sealed bond form through the mail or in person. No copies, emails or faxes will be accepted for the bond. The bond form may be downloaded by your insurance company from the City's website: [www.broadview-heights.org](http://www.broadview-heights.org)

**CERTIFICATE OF INSURANCE:** The Certificate of Insurance must list 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. The Certificate of Insurance will expire on December 31<sup>st</sup> of the current year.

**WORKER'S COMPENSATION:** A Copy of your Current Worker's Compensation Certificate must be included. If you are a **SOLE** Proprietor with **NO EMPLOYEES** other than yourself, you must note the fact on the application. All Worker's Compensation Certificates expire on June 30<sup>th</sup> of each year. It is your responsibility to submit a new certificate.

**RITA BUSINESS REGISTRATION FORM 48:** If **you are not** currently paying taxes to RITA in Cuyahoga County, you must fill out and submit **FORM 48** online at **RITAOHIO.COM**. If you have a Federal ID Number you must list it on the Contractor Registration Application. **It is the responsibility of ALL contractors to notify RITA at RITAOHIO.COM with the number of days & locations of work that the company does in Broadview Heights.**

#### **IMPORTANT NOTES:**

- All Contractor/Building Trade Registrations shall expire on December 31<sup>st</sup> of the year of issuance.
- All Workman's Compensation Certifications expire on June 30 of every year.
- The expiration of any of the required documents may delay permit approvals and inspections for the project. It will be the responsibility of the Company or representative to submit new documents when they expire.
- All Certificates must be re-submitted each year with your registration, regardless of expiration dates.

- Bonds that are cancelled by your insurance company for any reason will also cancel your registration.



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Effective Date: _____, <b>2020</b> BOND # _____
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**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 Oblige, 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 a

\_\_\_\_\_ Contractor, by the Obligee.  
TYPE 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 abate 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 to be void, otherwise to remain in full force and effect for the current calendar year ending **DECEMBER 31, 2020.**

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**SEAL:**

\_\_\_\_\_  
 Principal

\_\_\_\_\_  
 Principal

BY: \_\_\_\_\_  
 Surety Agent Executing Bond