



The City of Bedford Heights
5661 PERKINS ROAD
BEDFORD HEIGHTS, OHIO 44146
PHONE: 440-786-3237 FAX: 440-786-3277

PROCEDURE FOR CONTRACTORS REGISTRATION

CODIFIED ORDINANCE, CHAPTER 1333, SECTION 1333.03 REQUIRES THAT CONTRACTORS ENGAGED IN BUILDING OR ALLIED TRADES WITHIN THE CITY BOUNDARIES, MUST BE REGISTERED.

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|------------------------------------|--------------------------------|
| CARPENTRY | PLUMBING AND HEATING |
| CEMENT AND/OR ASPHALT | REFRIGERATION AIR CONDITIONING |
| ELECTRICAL | ROOFING |
| GENERAL BUILDING CONTRACTOR | SEWER BUILDING |
| HEATING AND AIR CONDITIONING | SIDING / WINDOWS |
| LANDSCAPING | SIGN INSTALLER |
| MASONRY | STRUCTURAL STEEL |
| PAINTING | SWIMMING POOL |
| ALARM / FIRE SUPPRESSION / TESTING | TILE INSTALLER |
| SATELLITE DISH | PLUMBING / WATER PROOFING |

WHEN REQUESTING LICENSE BY MAIL, ENCLOSE A SELF ADDRESSED STAMPED ENVELOPE.

CONTRACTORS WORKING IN MORE THAN ONE CLASSIFICATION MUST SECURE A REGISTRATION FOR EACH AND EVERY CLASSIFICATION.

REGISTRATION IS ISSUED FOR THE CALENDAR YEAR, STARTING JANUARY 1 OR ANY DATE THEREAFTER DURING THE YEAR, AND EXPIRES DECEMBER 31, OF ANY OF THE SAME YEAR. THE FEE IS **\$100.00**, A YEAR OR FOR ANY PORTION THEREOF.

TO OBTAIN A REGISTRATION:

- A. SECURE FROM THE BUILDING DEPARTMENT OFFICE AT CITY HALL FOR EACH CLASSIFICATION FOR WHICH A REGISTRATION IS DESIRED:
 1. AN APPLICATION FORM.
 2. \$10,000.00 PERFORMANCE BOND FORM.
 3. **COPY OF DRIVERS LICENSE OR PHOTO ID**
- B.
 1. APPLICATION FORM COMPLETELY FILLED IN AN SIGNED BY AN OFFICER OF YOUR COMPANY. PLEASE USE PEN OR TYPEWRITER.
 2. THE PERFORMANCE BOND FORMS MUST BE CERTIFIED AND EXECUTED FOR BY YOUR BONDING AGENT WITH A CERTIFICATE OF INSURANCE AND THE THE CITY NAMED AS ADDITIONAL INSURED AND CARRYING PUBLIC LIABILITY INSURANCE WITH A COVERAGE OF AT LEAST \$500,000.00 POLICY LIMITS FOR PERSONAL INJURY AND PROPERTY DAMAGE INSURANCE WITH A COVERAGE OF AT LEAST \$300,000.00. LIMITS AND SIGNED BY AN OFFICER YOUR COMPANY, OR \$50,000 CASH DEPOSIT IN LIEU OF BOND.

ALL CONTRACTORS AND SUB-CONTRACTORS MUST BE REGISTERED AND BONDED BEFORE OBTAINING A PERMIT.

NO REGISTRATION WILL BE ISSUED UNTIL THE COMPLETED FORMS ARE TURNED INTO THE BUILDING DEPARTMENT OF BEDFORD HEIGHTS.

**APPLICATION FOR REGISTRATION OF CONTRACTORS
CITY OF BEDFORD HEIGHTS, OHIO**

FOR THE CALENDAR YEAR OF 20_____

DATE _____

I.R.S.EMPLOYER IDENTIFICATION NO. _____

WORKMANS COMPENSATION NO. _____

FIRM'S NAME_____

ADDRESS (NO P.O. BOX'S) _____

CITY_____ **STATE**_____ **ZIP** _____

PHONE NO. _(_____)_____

FAX NO. _(_____)_____

TYPE OF CONTRACTOR _____

CHIEF OFFICER _____

EXPERIENCE AND QUALIFICATIONS _____

APPLICANTS SIGNATURE

TITLE

EVER BEEN CONVICTED OF A BUILDING CODE VIOLATION _____

NO LICENSE SHALL BE ISSUED UNTIL ALL COMPLETED FORMS ARE TURNED INTO THE BUILDING DEPARTMENT.

NO PERMITS WILL BE ISSUED UNTIL ALL COMPLETED FORMS (REGISTRATION, BONDS, CERTIFICATE OF INSURANCE, CITY INCOME TAX) ARE TURNED INTO THE BUILDING DEPARTMENT.

CONTRACTORS'S BOND
CITY OF BEDFORD HEIGHTS

KNOW ALL MEN BY THESE PRESENTS, THAT

(Contractor) _____ as principal,
and _____ as surety, are held and firmly bound unto the City of Bedford 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 Building Code of the City of Bedford Heights, in the penal sum Ten Thousand Dollars (\$10,000.00) lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

Signed and Sealed and dated this _____ day of _____, 20_____.

THE CONDITIONS OF THE ABOVE OBLIGATION ARE SUCH, that, whereas the above bounden (Contractor) _____ has made application to the Commissioner of Building for a Certificate of Registration as a contractor to engage in business to construct, alter, repair, add to, subtract from, reconstruct or remodel any building, structure or appurtenance thereto or any part thereof in the City of Bedford Heights as required by the Building Code of Bedford Heights during the year beginning _____ and ending December 31, 20____, and each contractor registering with the City of Bedford Heights has submitted a certificate of insurance showing that the contractor is carrying public liability insurance with a coverage of at least \$500,000 policy limits for personal injury and property damage insurance with coverage of at least \$300,000 limits, with the City of Bedford Heights named on the certificate as additional insured and a valid commitment from the applicant's insurance carrier (which must be authorized to do business in the State of Ohio) that the City of Bedford Heights shall be given ten days' written notice before cancellation, lapsing or voiding of any such policy.

NOW, THEREFORE, if the said (Contractor) _____ shall well and truly indemnify, keep and save harmless the City of Bedford Heights, 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 any such person, firms or corporations for damage sustained on account of the failure of such contractor to perform or complete the work so contracted for or the failure to perform the work contracted for in accordance with the provisions of the Building Code of Bedford Heights, and any and all lawful rules and regulations promulgated under the authority thereof, and from or by 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 void; otherwise, the same shall be and remain in full force and effect. (October 2004)

The legal form and correctness of the
within instrument is hereby approved.

Director of Law

By: _____
Assistant

Date: _____

PRINCIPAL:

Contractor Signature

Printed Name

Street Address

City, State, Zip

SURETY:

Printed Name

Street Address

City, State, Zip

By: _____
Power of Attorney Signature

Printed Name

(October 2004)