

APPLICATION FOR CONTRACTOR REGISTRATION

SECTION 1321



**CITY OF WESTLAKE
BUILDING DEPARTMENT
27700 HILLIARD BLVD.
WESTLAKE, OHIO 44145
PHONE (440) 617-4105
FAX (440) 617-4144**

OFFICE USE ONLY

DATE APPROVED: _____

ISSUED BY: _____

NUMBER OF REGISTRATIONS: _____

TOTAL COST: \$ _____
#1000502.43210

REGISTRATION NUMBER: _____

BOND _____ INS. _____

W.C. _____ STATE _____

**Make Checks Payable to:
City of Westlake**

Type or print ALL information in ink. Applicant to complete both sides of this application. Incomplete applications will be returned and will delay processing. The Westlake Building Department does not enforce deed restrictions, covenants, or subdivision regulations.

CONTRACTOR INFORMATION

Annual Renewal (Enclose \$50.00 for each certification if registered last year) Registration Number: _____

Initial Application (Enclose \$100.00 for initial registration and \$50.00 for each additional registration).

Company Name: _____

Owner Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Person: _____ Contact Phone: _____

Cell Phone: _____

Fax #: _____ E-mail: _____

Complete the following if a corporation: President Name: _____

Vice President Name: _____ Secretary Name: _____

When Incorporated: _____ In What State: _____

The following contractors REQUIRE State Licensing. Attach copy and indicate number:

Electrical _____ HVAC _____ Hydronic _____

Plumbing _____ Fire Protection _____ Refrigeration _____

Type of Work: COMMERCIAL RESIDENTIAL BOTH

Asphalt/Paving General Contractor Roofing Tree Service

Carpenter Handy Man Sewer Waterproofing

Concrete/Masonry Insulation Siding Windows & Doors

Demolition Landscaping Sign Other _____

Excavating Lovo Snow Plowing _____

Fence Plaster/Drywall Swimming Pool _____

I have read and completed both sides of this application. The acceptance of this contractor registration herein applied for shall constitute an agreement on my/our part to abide by all conditions herein contained and also to comply with all ordinances set forth by the City of Westlake, and the laws of the State of Ohio relating to the work to be done thereunder and said agreement is a condition of said registration.

Signature of:

OWNER: _____ **PRINT NAME:** _____

APPLICATION REQUIREMENTS

For new or renewal General Contractor and Subcontractor registrations:

- a. Completed application, both sides.
- b. \$10,000 bond with Power of Attorney (or Continuation Bond if a renewal). We do not have our own bond form. Original required.
- c. Certification of Liability insurance (\$300,000 minimum), City of Westlake as certificate holder.
- d. Bond and Insurance Term must be dated Jan. 1 through Dec. 31.
- e. Copy of State of Ohio Worker's Compensation Certification, if applicable.
- f. \$100.00 Initial Fee (Annual renewal fee \$50.00 if registered last year).
Each additional trade/registration is \$50.00. **DO NOT SEND CASH.**
- g. Self-addressed stamped envelope when applying through the mail.

A separate registration shall be required for each type of work indicated on the application. One bond and insurance certification may be used for multiple registrations as long as it indicates that on said bond and insurance certificate.

All heating, ventilation and air conditioning contractors, refrigeration contractors, electrical contractors, plumbing contractor and hydronics contractors shall provide the Building Department with copies of their Licenses from the State of Ohio. Contractors engaging in fire protection work shall provide copies of their certificate from the State Fire Marshall's Office.

DEFINITIONS:

GENERAL CONTRACTOR: Any individual, firm, co-partnership, corporations, association or other organizations, or any combination thereof, who or which by himself or itself, or by or through others, construction, alters, repairs, adds to, subtracts from, reconstruction or remodels any building, structure or appurtenances thereto, or who undertakes or offers to undertake, or purports to have the capacity to undertake or submits a bid to do so.

SUBCONTRACTOR: Any individual, firm, co-partnership, corporation, association or other organization, or any combinations thereof who or which by himself or itself or by or through others, undertake excavation, installation of foundations, constructs or installs any plumbing, H.V.A.C., electrical, roofing, siding, gutters, and downspouts, landscapes or participates in any phase of construction. All subcontractors shall be required to register with the Building Department according to the provisions of this Chapter 1321, as a condition of doing business in the City of Westlake.

What is the construction experience of the applicant? _____ Years.

How many years in business under the present business name? _____

Did you own or operate another business in the same trade/field for which you are applying for now?

No Yes If YES, Name of business _____

Do you have any past or pending court actions regarding any businesses that you owned or operated?

No Yes If YES, specify _____

Have you, an officer, or partner ever fail to complete work that was awarded to you or your company?

No Yes If YES, specify in detail, include names, addresses of parties involved, and reason for not completing work. _____

List two other municipalities you are registered in: _____

Completed By: _____ **DATE:** _____