

# 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: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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
Carpenter	Handy Man		Sewer
Concrete/Masonry	Insulation		Siding
Demolition	Landscaping		Sign
Excavating	Lovo		Snow Plowing
Fence	Plaster/Drywall		Swimming Pool
			Tree Service
			Waterproofing
			Windows & Doors
			Other _____
			_____
			_____

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. Copy of State of Ohio Worker's Compensation Certification if applicable.
- e. \$100.00 Initial Fee (Annual renewal fee \$ 50.00 if registered last year).  
Each additional trade/registration is \$50.00. DO NOT SEND CASH.
- f. 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 to which undertake 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:** \_\_\_\_\_