

# CITY OF MIDDLEBURG HEIGHTS

## CONTRACTOR REGISTRATION APPLICATION 2015

15700 BAGLEY ROAD  
MIDDLEBURG HEIGHTS, OHIO 44130



Phone (440) 234-2218/Fax (440) 234-9092  
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City Council passed Ordinance 2014-71 on November 11, 2014. This legislation changes the requirements contractors must follow when registering for a 2015 license. Please see highlighted requirements #1 & #2 below.

Please type or print ALL information in ink. **Incomplete applications will be returned and will delay the processing of your registration.** Making application to register as a contractor within the corporate limits of Middleburg Heights, Ohio, is in accordance with the requirements of Chapter 743 of the Codified Ordinances.

*All general contractors and subcontractors shall be required to register with the Building Department prior to the issuance of a permit.* Registrations can be applied for in person or by mail. To expedite your paperwork, please enclose a self-addressed stamped envelope when mailing your application. **Please avoid use of staples.**

### APPLICATION REQUIREMENTS

**1. REGISTRATION FEE OF \$100 (CASH OR CHECK MADE PAYABLE TO THE CITY OF MIDDLEBURG HEIGHTS)**

**2. \$10,000 SURETY BOND - \*\* (ORIGINAL MUST BE SIGNED; WE DO NOT SUPPLY BOND FORM) (BOND IS TO EXPIRE ONE YEAR FROM DATE OF REGISTRATION & MUST STATE TYPE OF CONTRACTOR YOU ARE)**

3. **CERTIFICATE OF INSURANCE** (LISTING MIDDLEBURG HTS. AS ADDITIONAL INSURED AND CERTIFICATE HOLDER)

4. **PHOTOCOPY OF CURRENT WORKERS' COMPENSATION** – *Required by State of Ohio if you have employees*

5. **PHOTOCOPY OF STATE LICENSE:** THE FOLLOWING CONTRACTORS REQUIRE STATE LICENSING. CHECK THE BOX TO WHICH YOU CARRY A STATE LICENSE, WRITE YOUR NUMBER & ENCLOSE A COPY.

|  |  |
|--|--|
| <input type="checkbox"/> ELECTRICAL _____<br><input type="checkbox"/> PLUMBING _____<br><input type="checkbox"/> FIRE PROTECTION _____ | <input type="checkbox"/> HVAC _____<br><input type="checkbox"/> HYDRONIC _____<br><input type="checkbox"/> REFRIGERATION _____ |
|--|--|

6. **REGISTRATION APPLICATION FORM TO BE FILLED OUT COMPLETELY (BOTH SIDES)**

Registration with R.I.T.A. ([www.RitaOhio.com](http://www.RitaOhio.com)) is required when performing work in the city of Middleburg Heights. **Please submit forms directly to R.I.T.A., not with this registration.**

Company Name \_\_\_\_\_ Fed I.D. # \_\_\_\_\_

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

Company Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ E-mail \_\_\_\_\_

Company Owner Name \_\_\_\_\_ Cell # \_\_\_\_\_

Additional Officers/Owners in Company \_\_\_\_\_

Contractor Type \_\_\_\_\_

(For example: General, Concrete, Waterproofing, Electrical, HVAC, Roofing, etc.)

**(TURN OVER)**

How many years of experience does the applicant hold? \_\_\_\_\_ years

How many years performing work under the present business name? \_\_\_\_\_ years

Have you owned and/or operated another business in the same trade for which you are applying now?

No  Yes: Name of business: \_\_\_\_\_

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

No  Yes: Please specify: \_\_\_\_\_

List the names of two other municipalities in which you are registered:

(1) \_\_\_\_\_ (2) \_\_\_\_\_

Has your license or registration ever been suspended or revoked in any municipality?  No  Yes

If so, give year and locality: \_\_\_\_\_

**\* CERTIFICATION OF LEAD SAFE WORK PRACTICES BY CONTRACTORS \***

*Any person who performs renovation, repairs or painting of a residential property, or child occupying facility for compensation, must be US EPA certified in lead safe work practices and registered as a certified firm with the US EPA.*

I do not conduct the activities listed above.

I do conduct the activities listed above. *(Please attach US EPA RRP certification & registration)*

I have read and completed both sides of this contractor registration application. I do hereby certify that I will abide by the provisions of Chapter 743 of the Codified Ordinances of the city of Middleburg Heights, that I am fully aware of the requirement of the same, that any misrepresentation of data or facts will be cause for refusal, suspension or revocation of this license if issued.

\_\_\_\_\_  
Signature & Title of Applicant

\_\_\_\_\_  
Date

**Inspections:** Inspections can be scheduled with a Building Department secretary at any time prior to the date needed, or up to 9:30 a.m. of the same day. Inspections are scheduled from 10:00 a.m. to 3:00 p.m. – times given are approximate. Please call 440-234-2218.

Additional permits/applications can be found online at [www.middleburgheights.com](http://www.middleburgheights.com)