

CONTRACTOR REGISTRATION APPLICATION



CITY OF MIDDLEBURG HEIGHTS
Building Department
15700 Bagley Road
Middleburg Heights, OH 44130
Phone (440) 234-2218 • Fax (440) 234-9092
E-mail: building@middleburgheights.com



APPLICATION REQUIREMENTS

1. REGISTRATION FEE OF \$100 (CASH OR CHECK MADE PAYABLE TO THE CITY OF MIDDLEBURG HEIGHTS)
2. ****\$25,000 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: *Required for Electrical, Fire Protection, HVAC, Hydronic, Plumbing & Refrigeration*
6. REGISTRATION APPLICATION FORM TO BE FILLED OUT COMPLETELY (BOTH SIDES)

Registration with R.I.T.A. (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.**

*Please type or print all information in ink. **Incomplete applications will be returned and will delay the processing of your application.** 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.*

Company Name _____ Fed I.D. # _____

Address _____

Company E-mail _____ Phone # _____

Company Owner Name _____ Cell # _____

Contractor Type _____

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

All contractors 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. Please enclose a self-addressed stamped envelope or check here _____ if you prefer your registration and receipt to be sent to the e-mail listed above.

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 cannot be requested via e-mail. Please call the Building Department at 440-234-2218 and schedule with a secretary at any time prior to the date needed, or up to 9:30 a.m. on the same day. Inspections are typically scheduled from 9:30 a.m. to 3:00 p.m. – times given are approximate.

Additional permits/applications can be found online at www.middleburgheights.com