

CONTRACTOR REGISTRATION APPLICATION



CITY OF MIDDLEBURG HEIGHTS BUILDING DEPARTMENT

15700 Bagley Road
Middleburg Heights, OH 44130
Phone (440) 234-2218

Website: middleburgheights.com E-mail: building@middleburgheights.com



Making application to register as a contractor within the corporation limits of Middleburg Heights, Ohio, is in accordance with the requirements of Chapter 743 of the Codified Ordinances. Registrations can be applied for in-person or by mail. All contractors shall be required to register with the Building Department prior to the issuance of any permit. Registrations can be applied for in-person or by mail. Incomplete applications will be returned and will delay the processing of your application.

Please see the city website to create an account with MyGov and submit the completed application with all required items noted below:

- 1. **REGISTRATION FEE OF \$100** – Payable by cash, credit card or check (make payable to City of Middleburg Heights)
- 2. **\$25,000 SURETY BOND** – Please submit the signed original; Bond is to expire 12 months from issuance, not calendar year
- 3. **CERTIFICATE OF INSURANCE** – Listing Middleburg Heights as ADDITIONAL INSURED and CERTIFICATE HOLDER
- 4. **PHOTOCOPY OF CURRENT WORKERS' COMPENSATION CERTIFICATE** – Required by the State of Ohio if you have employees
- 5. **PHOTOCOPY OF STATE LICENSE** – Required for Electric, Fire Protection, HVAC, Hydronic, Plumbing, & Refrigeration contractors only

Please enclose a self-addressed stamped envelope or check here to have your registration and receipt sent to the e-mail listed below.

Registration with R.I.T.A (<http://www.ritaohio.com>) is required when performing work in the City of Middleburg Heights.

Please submit forms directly to R.I.T.A – do not include with this application

CONTRACTOR INFORMATION:

Company Name _____ Company Phone # _____

Street Address _____ City _____ State _____ Zip _____ E-mail _____

Fed I.D./SSN: _____ Owner Name _____ Cell # _____

CONTRACTOR TYPE AS LISTED ON BOND: _____

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

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

Years of experience the applicant holds: _____ Years performing work under the present business name: _____

If your license/registration has been suspended or revoked, give year and municipality: _____ N/A

I have read and completed 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.

COMPANY OWNER SIGNATURE

DATE

----- FOR CITY USE ONLY -----

DATE RECEIVED:

WALK IN MAIL IN

PROCESSED BY: _____