



City Of Willoughby

David E. Anderson
Mayor and Safety Director

REGISTRATION/LICENSE PROCEDURES:

1. Complete the attached application form completely. Applicants having a current license or registration from the Ohio Construction Industry Examining Board or other State Certified Building Department may be issued the same type of license and registration upon a **submittal of photocopies of the licenses or registrations.**
2. If you are registering as **HVAC, PLUMBING or ELECTRICAL** contractor, a copy of your state registration is required.
3. The application fee is **\$100.00** per category. Make the check payable to the City of Willoughby.
4. If registering as a Fire Protection Contractor, a copy of your current **Fire Marshal's Certificate** is **REQUIRED.**

If you **DO NOT HAVE** a current registration with the a state certified building department you must appear before our Building Board Code of Appeals and comply with Codified Ordinance 1327.02

5. The attached Surety Bond form in the amount of \$10,000.00 should be completed by your insurance company and/or bonding agent with the Power of Attorney attached. Be sure to mark which category you are licensing in and also **SIGN** the bond from where indicated as "Principal". Also fill in your Social Security or Federal I.D. number.
6. A Certificate of Liability Insurance indicating evidence of liability insurance for bodily In the amount of \$100,000/\$300,000 (One hundred Thousand/Three Hundred Thousand Dollars) and \$50,000 (Fifty Thousand Dollars) for property damage must accompany the application form.
7. If the applicant wishes to have any other person obtain permits other than himself/herself, a letter authorizing those persons must be submitted with the Principal's signature and the signature of those persons who are authorized.

If you have any further questions, please call the Building Department at (440) 953-4118.

"The Courtesy City"