



WILLOUGHBY

City Of Willoughby Building Department
One Public Square Willoughby, Ohio 44094
P: (440) 953-4118 (440) 953-4119

Contractor Registration

Procedures

1. Complete the attached application form completely. Applicants having a current certificate of qualification from the Ohio Construction Industry Examining Board or registration from any other State Certified Building Department may be issued the same type of registration upon a **submittal of photocopies of the certificates or registrations.**
2. If you are registering as a **HVAC, PLUMBING OR ELECTRICAL** contractor, a copy of your current state license 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.**
5. The attached Surety Bond form in the amount of **\$25,000.00** 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 registering in, **SIGN** the bond form where indicated as "Principal" and include your Social Security or Federal I.D. number.
6. A Certificate of Liability Insurance indicating evidence of liability insurance in the amount of \$1,000,000.00 (One Million Dollars) must accompany the application form. The City of Willoughby is required to be a "Certificate Holder" only.
7. If the applicant wishes to have any person, other than themselves, obtain permits, a letter authorizing those persons must be submitted with the Principal's signature and the signature of those persons who are authorized.

City Of Willoughby Application for Certificate of Contractor

Contractor Application for:# _____ (Choose one category from below.) Date: _____

1. General Contractor 2. OwnerOccupied/Limited Premises 3. Fence/Deck/Accessory Structures 4. Siding /Windows/Roofing 5. Electrician
6. Plumber 7. HV AC 8. Paving 9. Sewer/Excavating 10. Sign 11. Demolition 12. Fire Protection (A copy of State Fire Marshal's certificate is required.)

Owner/Applicant

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Mobile _____ Email _____

Contractor

DBA/Company Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ SS/Fed. ID _____

List minimum two years experience - former employer's name and address - type of work (give full and complete data).

City Of Willoughby

Application for Certificate of Contractor

ALL APPLICANTS SHALL PROVIDE EVIDENCE OF EXPERIENCE BY SUBMITTING COPIES OF REGISTRATIONS FROM ANY OTHER MUNICIPALITY. COPIES SHALL INDICATE AT LEAST TWO SEPARATE YEARS OF REGISTRATION.

Do you at present, hold a registration in any other municipality? YES _____ NO _____

If yes, where? (Submit copies)

IF NONE, THE WILLOUGHBY BOARD OF BUILDING CODE APPEALS MUST APPROVE REGISTRATION (BOARD MEETING 1ST MONDAY EACH MONTH)

REGISTRATION FEE: \$ 100.00

I hereby affirm that all the above facts are true to the best of my knowledge and belief.

Applicant Signature _____

The above, _____ did personally appear before me, a Notary Public, and signed his/her free act and deed.

Notary Public _____

My commission expires _____