



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

Contractor Renewal Information For 2020

DBA (Company Name) _____
Owner's/Principal's Name _____ Fed ID/SS# _____
Company Address _____
City _____ State _____ Zip _____
Phone _____ Fax _____ Mobile _____
Email Address _____

Indicate type of registration under each category or categories:

1. General Construction

Owner Occupied-Limited Premises
Commercial/Industrial/Institutional
Residential-1,2,3 Family construction
Siding/Roofing/Window replacement
Accessory Structures (fence, deck, garage/shed, pool, etc)
Paving/Concrete/Asphalt
Demolition

2. Sewer/Excavating/Waterproofing

Sewer line installation/repair, waterproofing

3. Fire Protection Systems

Fire Suppression systems *
Fire Alarm Systems *

4. Electrical**

Owner-limited premises
Commercial/Industrial/Institutional
Residential 1,2,3 Family

5. Plumbing **

Owner-limited premises
Commercial/Industrial/Institutional
Residential 1,2,3 Family

6. HVAC/Refrigeration **

Owner-limited premises
Commercial/Industrial/Institutional
Residential 1,2,3 Family

* A copy of your state fire marshal certificate is required

** A copy of your current obbs license is required if doing electrical, plumbing, hvac & gas piping.

Please complete this form and return. We will not process your renewal unless the following are enclosed:

- Payment of \$100.00 per each category selected (1-6)
- Current Certificate of Insurance for 2020: Listed as certificate holder/not additional insured
- A separate contractor's bond in the amount of \$25,000 for each category selected (1-6)
- A self addressed stamped envelope (if mailing).
- A current letter with names and signatures of any person authorized to obtain permits signed by the principal.