

OTTAWA COUNTY BUILDING INSPECTION  
 315 Madison St., Rm. 104  
 Port Clinton, OH 43452  
 Telephone: 419-734-6767 Fax: 419-734-6853

CONTRACTOR REGISTRATION APPLICATION

(Please print information)

Company Name:		Dba:
Contact Name:		License Holder Name:
Company Address:		
Telephone:		Fax: Mobile:
Email:	In order to receive renewal notifications you must provide a current email address.	

<p>Mark the trade(s) for which you are registering:          Trades for which a State of Ohio license is required must be listed under the license holder's name.</p> <p>*Requires license issued by the State of Ohio for commercial plan approval applications.</p> <p>Registration fees are \$100.00 per trade, with a maximum fee of \$200.00</p> <p>A penalty fee of 100% of the normal registration fee will be charged if work has started before being registered.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px;"></td><td>General Contractor</td></tr> <tr><td></td><td>Demolition Contractor</td></tr> <tr><td></td><td>Sign Contractor</td></tr> <tr><td></td><td>*Fire Safety (Fire Alarm)</td></tr> <tr><td></td><td>*Fire Safety (Fire Suppression)</td></tr> <tr><td></td><td>*Electric</td></tr> <tr><td></td><td>*HVAC</td></tr> <tr><td></td><td>*Plumbing</td></tr> <tr><td></td><td>*Refrigeration</td></tr> <tr><td></td><td>Other: <i>(Please list trade if not listed above)</i></td></tr> </table>		General Contractor		Demolition Contractor		Sign Contractor		*Fire Safety (Fire Alarm)		*Fire Safety (Fire Suppression)		*Electric		*HVAC		*Plumbing		*Refrigeration		Other: <i>(Please list trade if not listed above)</i>
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The following items shall be submitted with this completed application in order to register with Ottawa County as a contractor:

1. Certificate of Liability insurance demonstrating a minimum combined bodily and property damage coverage in the amount of \$300,000. Liability insurance coverage shall be maintained in full force and effect without interruption and a copy of any policy changes including renewal forwarded to the Building Department throughout the term of the registration.
2. Proof of compliance with the State of Ohio Workers' Compensation laws, or, a typewritten, signed letter stating the reason why such Certificate is not held. Compliance with the State of Ohio Workers' Compensation laws shall be maintained without interruption throughout the term of the registration.
3. A copy of the current license issued by the State of Ohio pursuant to Ohio R.C. Chapte 4740 by the Ohio Construction Industry Licensing Board, or a certificate issued pursuant to Ohio R.C. 3737.65 by the Ohio Fire Marshall if you are working in one of the above noted trades.

(A copy of the entire Resolution adopting these regulations is available upon request)

A registration certificate shall be valid for the calendar year in which it is issued and must be renewed annually thereafter.

A registered Contractor shall not assign, transfer or allow any other person to use his or its registration certificate for any purpose.

Please sign below certifying that all the information provided is true, accurate and complete to the best of your knowledge. Your signature certifies that you are the owner or have been authorized by the owner of the company to sign as agent and agree to all applicable laws of this jurisdiction.

Signature:	Date:
Printed Name:	Title:

\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

Date Received:	Date Issued:
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