

**City of South Euclid
Building Department
1349 South Green Rd
South Euclid, Ohio 44121
Office: (216) 381-0400 Fax: (216) 291-4959
Website: www.cityofsoutheuclid.com**

**IMPORTANT INFORMATION REGARDING
2011 CONTRACTOR REGISTRATION**

October 15, 2010

Dear Contractor:

As we head into a new calendar year, I first want to thank all the contractors who have contributed to improving the housing and building structures through your improvements, additions or repairs. I also want to thank those that continually follow the policies of working in the City of South Euclid.

Please note: Counter hours for the Building Department are from 8:00 am until 3:30 pm. On occasion the counter may be closed for lunch between 12:00 Noon – 1:00 PM due to a shortage of staff.

- The 2011 Contractor Registration packet is available on line. You can download the application from the city website at www.cityofsoutheuclid.com/building.htm. If you still want the City to mail or fax you a packet, please contact the Building Department at 216-381-0400 or you can pick one up at the counter.
- It is the responsibility of the contractor to have the approved plans on site. The inspectors have been instructed to walk off the job if the drawings are not there for review. You will be required to reschedule your inspection and may be subjected to reinspection fees.
- For fence post installations, acceptable backfilling material, garage construction details, test tee riser detail, asphalt, and roofing specifications, "*Information Bulletins*" are available at the Building Department or can be downloaded from the City website.
- Due to construction work occurring in the City without permits, we are performing random inspections on the weekends. We are looking to eliminate contractors that come in over the weekends or work outside of the normal business hours that we are inspecting. Anyone found working without permits or lack of registration will be subject to fines. Registered contractors working without permits may have their license suspended or revoked.

Our goal is to protect the residents and ensure that construction projects are being monitored and the building and housing codes are being followed.



Paul Kowalczyk, CBO, RA
Building Commissioner



**City of South Euclid
Building Department
1349 South Green Rd
South Euclid, Ohio 44121
Phone: (216) 381-0400 Fax: (216) 291-4959**

October 15, 2010

Dear Registered Contractor:

The Building Department wishes to inform you that your "Certificate of Contractor Registration" expires December 31, 2010. Therefore, if you desire to operate as a contractor in the City of South Euclid during the calendar year 2011 you are required to submit the enclosed APPLICATION FOR CERTIFICATE OF CONTRACTOR REGISTRATION accompanied by the required documents and fee.

Requirements to obtain a "Certificate of Contractor Registration" are as follows:

- The fee required to accompany the application is one hundred dollars (\$100.00) per trade.
- The penalty for starting work prior to obtaining a "Certificate of Contractor Registration" is one hundred dollars (\$100.00).
- Evidence of a current **License** issued by the Ohio Construction Industry Examining Board is required for registration as Plumbing, Electrical, HVAC, Refrigeration, and Hydronics contractors.
- Evidence of a current **License** issued by the Ohio State Department of Health is required for registration as asbestos, lead or radon abatement and/or testing contractors.
- The amount of the Registration Bond is twenty thousand dollars (\$20,000.00).
- Copy of valid Ohio driver's license.
- Self addressed stamped envelope** (not necessary if registering in person).

For your convenience and information the Building Department has enclosed the following:

- An APPLICATION FOR CERTIFICATE OF CONTRACTOR REGISTRATION. (***ONLY THOSE INDIVIDUALS LISTED AS AGENTS ARE ABLE TO PULL PERMITS UNDER YOUR COMPANY'S NAME.***)
- A City of South Euclid REGISTRATION BOND.
- A copy of Insurance coverage requirements for contractor registration.
- An INVOICE for one hundred dollars (\$100.00).

The enclosed documents contain specific information and instructions. Please read each form completely and carefully.

City of South Euclid
Department of Building
1349 South Green Road
South Euclid, Ohio 44121-3985
Website: www.cityofsoutheuclid.com

Phone: 216-381-0400
Fax: 216-291-4959

Date _____

2011 APPLICATION FOR CERTIFICATE OF CONTRACTOR REGISTRATION

APPLICANT _____ DBA _____

ADDRESS _____

Number & Street City State Zip Code

PHONE _____ E-mail _____

Business Home Fax

VALID DRIVERS LICENSE NUMBER of applicant: _____ Submit a copy with this application.

FEDERAL I.D. # _____ STATE CORPORATION # _____

Check the trade for which the application is being made:

- GENERAL BUILDING TRADES ELECTRICAL HYDRONIC RIGHT-OF-WAY WORK
 PLUMBING HVAC FIRE SUPPRESSION OTHER (Describe below)

***List three authorized agents whom are able to obtain permits under your company's name. ***
*****AUTHORIZED AGENTS MUST BE EMPLOYED BY YOUR COMPANY*****

AUTHORIZED AGENTS

Agent # 1 : _____

Agent # 2 : _____

Agent # 3 : _____

*****PLEASE SEE ATTACHED CHECK LIST FOR THE REQUIREMENTS FOR REGISTRATION*****

ALL REGISTRATIONS EXPIRE ON DECEMBER 31st OF EACH YEAR.

I hereby indicate that all of the information is true to the best of my knowledge, that I am at least 18 years of age, able to interpret construction plans and specifications, and able to comply with the requirements of the City of South Euclid Code of Ordinances.

Print Applicant's Name

Signature of Applicant

Approved _____ Disapproved _____

Signature of Building Commissioner

Date _____

BOND NO. _____
(REQUIRED)

CITY OF SOUTH EUCLID
2011 REGISTRATION BOND

KNOW ALL MEN BY THESE PRESENTS, that _____
doing business as principal, hereinafter referred to as the principal, and, _____
as surety, hereinafter referred to as the surety, are held and firmly bound unto the **City of South Euclid**, in the
sum of Twenty Thousand Dollars (\$20,000) for payment of which, well and truly to be made we bind ourselves,
our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.
Witness our hand and seals this _____ day of _____, _____.

The conditions of the above obligations are such that:

Whereas, the said principal made application to the **City of South Euclid** for a Certificate of Registration as a
contractor to engage in the business of:

- | | |
|-------------------------------|--|
| _____ General Building Trades | _____ HVAC |
| _____ Plumbing | _____ Electrical |
| _____ Hydronics | _____ Fire Suppression |
| _____ Right-of-Way Work | _____ Other, provide details on line below |

_____ within the **City of South Euclid** during the calendar year of 2011 in accordance with the provisions of Chapter
1307 of the Code of Ordinances of the **City of South Euclid**.

Now therefore, if the said principal shall faithfully observe all the duties and discharge all the obligations incurred by him during said
registration period under the ordinances of the **City of South Euclid** applying to the construction, alterations, repair, addition to,
subtraction from, reconstruction or remodeling of any building, structure or appurtenance thereto, or any part thereof, and the ordinances
applying to underground construction and/or work within the public right of way, and all the lawful orders of the **City of South Euclid**,
issued under said ordinances, then this obligation shall be void, otherwise, the same shall be and remain in full force and effect; the
undersigned agreeing and consenting that this undertaking shall be for the benefit of any party damaged by the principal's failure to
comply with the duties, terms, conditions, provisions and requirements of the ordinances of the **City of South Euclid** applying to such
work and the lawful orders of the **City of South Euclid** issued under such ordinances, as well as for the benefit of the obligee herein,
and either or both may bring action on the bond, but said action must be commenced within two years after expiration of the principal's
registration.

SEAL

PRINCIPAL

SURETY
(SIGNATURE OF AGENT EXECUTING BOND)

NOTE: ATTACH POWER OF ATTORNEY
(If this Bond is executed by any agent for a Principal or a Surety, such Agent must affix a copy of his
Power of Attorney or other evidence of authority to execute the Bond. If the Surety is a non-resident
corporation of the State of Ohio, its authority to do business in Ohio must, likewise, be attached hereto).

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October 15, 2010

Insurance coverage requirements for contractor registration

Applications for a Certificate of Contractor Registration for the *calendar year 2011* are required to include a Certificate of Insurance indicating the required *General Liability* coverage limits with a 10-day cancellation notice and a Certificate of Insurance indicating the required *Auto* coverage limits with a 10-day cancellation notice.

GENERAL LIABILITY COVERAGE. *Provide only one of the following options.*

1. Certificates must provide evidence of general liability insurance for bodily injury in the amount of one million dollars/two million dollars (\$1,000,000.00/\$2,000,00.00) **and** for property damages in the amount of at least five hundred thousand dollars (\$500,000.00)

Or

2. Certificates must provide evidence of general liability coverage in the amount of one million dollars (\$1,000,000.00) *for each occurrence* **and** two million dollars (\$2,000,000.00) *general aggregate*.

AUTO COVERAGE *Provide the following option.*

1. **Show proof of current State of Ohio automobile coverage for the contractor's vehicle(s) for the period the contractor is registered to work in the City of South Euclid.**



INVOICE
CITY OF SOUTH EUCLID
1349 South Green Road, South Euclid, Ohio 44121
(216) 381-0400

**CONTRACTOR
REGISTRATION
FEE - \$100.00**

NAME:	DATE:
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2011 Contractor Registration

10/15/10

DESCRIPTION:	AMOUNT:
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Contractor Registration for each trade

\$100.00/ Trade

Amount due: \$100.00/Trade

Payment is due upon registering

Checks should be made payable to: **City of South Euclid**
Attn: Building Department
1349 South Green Rd
South Euclid, Ohio 44121

BEFORE MAILING, DID YOU INCLUDE:

- A completed Registration Application for each trade.
- A copy of a valid driver's license for the applicant.
- The completed Bond Form with a seal and the attached power of attorney for each trade.
- Certificate of Insurance with required limits and 10-day cancellation notice.
- Automobile Insurance
- Evidence of a license from the Ohio Construction Industry Examining Board (OCIEB) OR Ohio State Department of Health for those trades requiring it.
- Payment of \$100.00 for each trade registration.
- A self-addressed stamped envelope (not necessary if obtaining the registration in person)
- All other applicants not previously registered must present evidence of a current Certificate of Registration from another jurisdiction or two separate proofs of work for applicants seeking registration for trades other than those requiring OCIEB or Ohio State Department of Health license(s).
- To ensure proper credit, please mail to the attention of the Building Department.