

**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](http://www.cityofsoutheuclid.com)**

**IMPORTANT INFORMATION REGARDING  
2012 CONTRACTOR REGISTRATION**

October 20, 2011

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.

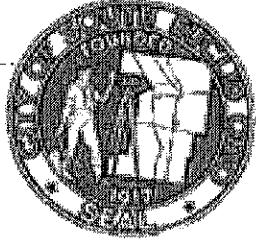
**Please note: Counter hours for the Building Department are from 8:00 am until 3:30 pm. On occasion the counter may be closed for lunch between 12:00 Noon -- 1:00 PM due to a shortage of staff.**

- The 2012 Contractor Registration packet is available on line. You can download the application from the city website at [www.cityofsoutheuclid.com/building.htm](http://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.
- If a contractor has paid a construction deposit on a permit, the city requires the contractor to submit the attached "Release of Deposit Funds" form after final inspection. Per City of South Euclid Code of Ordinances; 1305.01 (b).
- 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 20, 2011

Dear Registered Contractor:

The Building Department wishes to inform you that your "Certificate of Contractor Registration" expires December 31, 2011. Therefore, if you desire to operate as a contractor in the City of South Euclid during the calendar year 2012 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 \_\_\_\_\_

**2012 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 31<sup>ST</sup> 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**  
**2012 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 2012 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 20, 2011

Insurance coverage requirements for contractor registration

Applications for a Certificate of Contractor Registration for the *calendar year 2012* 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.*

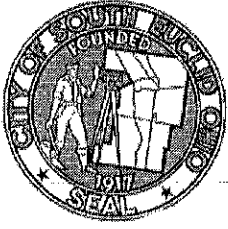
1. Certificates must provide evidence of general liability insurance for bodily injury in the amount of one million dollars/two million dollars (\$1,000,000.00/\$2,000,00.00) **and** for property damages in the amount of at least five hundred thousand dollars (\$500,000.00)

**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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2012 Contractor Registration

10/20/11

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.

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Release of Deposit Funds

Per the City of South Euclid Code of Ordinances;

Construction Deposit, 1305.01

(b): If the provisions of this Building Code and the orders of the Commissioner of Building pertaining thereto are complied with, the deposit shall be eligible to be refunded after final inspection. The contractor is required to submit a request for release of deposit funds on a form provided by the Building Department.

Final Inspection Charge, 1305.06

(a) There shall be a charge of twenty-five dollars (\$25.00) per dwelling unit for final inspection of all new residential construction, other than for alterations and/or additions.

(b) There shall be a charge of fifty dollars (\$50.00) for final inspection of all exterior and interior additions, alterations and new construction of multi-family, commercial and industrial projects.

(Exception: There shall be no final inspection charge for minor alterations, repairs and replacement work not exceeding five thousand dollars (\$5,000) in construction value.)

I am requesting the return of my construction deposit:

\_\_\_\_\_  
Address of permit

\_\_\_\_\_  
Permit Number

\_\_\_\_\_  
Deposit Amount

\_\_\_\_\_  
Contractor/Company Name

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Signature

\*Fill out the address only if there has been a change of address. Check will be sent to address on file for the contractor.

\_\_\_\_\_  
\*Address

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
State

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date