REGISTRATION – CITY OF OBERLIN

NOTE: The registration will not be completed if one of the items below has not been completed or enclosed.

1. **Registration Fees** are assessed for each trade checked on application form up to and including a total of four (4) maximum.

Initial Application Fee - single trade or sub trade	$100.00
+ Each additional trade or sub trade checked (up to 3)	$ 75.00 each
(Total for 4 $325.00)	
Renewal Application Fee - single trade or sub trade	$ 75.00
+ Each additional trade or sub trade checked (up to 3)	$ 50.00
(Total for 4 $225.00)	

***** RENEWALS ARE ONLY ACCEPTED IF THE EXPIRATION DATE IS LESS THAN ONE YEAR!!!!!**

2. Completed application form. (attached)

3. A **CURRENT** copy of State License for Electrical, HVAC, Plumbing, Hydronic/Boiler and Refrigeration.

4. Certificate of Insurance ($300,000/$500,000 for liability and in the amount of $100,000 for property damage) naming the City as **ADDITIONALLY INSURED.**

*******BONDS ARE NOT REQUIRED*******

5. Completed Regional Income Tax Agency (RITA) form for initial application. (attached)

Submittal by mail must include a Self-Addressed Stamped Envelope. If not included, registration will not be returned by mail.

Planning & Development • 69 S. Main Street, 2nd Floor • Oberlin, OH 44074
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Revised 01/26/24

CITY OF OBERLIN
APPLICATION FOR CONTRACTOR & SUBCONTRACTOR REGISTRATION
69 South Main Street, Oberlin, Ohio, 44074
(440)775-7182 Fax#: (440)774-9714

□ **Initial Application $100.00**
(If you have additional trades to register, please enclose $100.00 for the initial registration **and** $75.00 for each additional trade/three maximum additional trades) **(example: $100 Initial + $75 additional trade + $75 additional trade + $75 additional trade = $325)**

□ **Annual Renewal $75.00** **RENEWALS ARE ONLY ACCEPTED IF THE EXPIRATION DATE IS LESS THAN ONE YEAR!**
(If you have additional trades to renew, please enclose $75.00 for the renewal **and** $50.00 for each additional trade/three maximum additional trades) **(example: $75 Renewal/1st trade + $50 additional trade + $50 additional trade + $50 additional trade = $225)**

I/We _____

Business Name/DBA: _____

With principal offices located at: _____
(Number & Street)

_____
(City, State, Zip Code) **(Telephone Number)**

Federal I.D. Number/S.S.N.: _____ **E-mail Address**: _____

Do hereby make application for the following Trade Registrations as checked below (check all that apply):

□ Building Contractor (General)
□ Excavating & Paving Contractor
□ Insulation Contractor
□ Sewer & Potable Water Installer
□ Waterproofing Contractor
□ Building Moving Contactor
□ Fencing Contractor
□ Landscaping Contractor
□ Sign Contractor
□ Other _____
□ Concrete & Masonry Contractor
□ Home Improvement Contractor
□ Roofing Contractor
□ Swimming Pool Contractor

***Must have license from State of Ohio**
□ *Electrical Contractor
□ *Mechanical Contractor "HVAC"
□ *Plumbing Contractor
□ *Hydronic/Boiler
□ *Refrigeration

***Must provide certificate from State Fire Marshall's Office**
□ *Fire Equipment Installer (State# _____)

□ A Corporation □ Co-partnership □ A Proprietorship

President's Name: _____ Driver's License #_____

Vice President's Name: _____ Driver's License #_____

Have you ever pulled permits or been registered with the City of Oberlin? Yes_____ No_____

List other cities you have worked as a contractor within past two years: _____

One insurance certification may be used for multiple registrations but must indicate on certification.

****Please submit: Fee/Certificate of Insurance with City of Oberlin named as additionally insured (If applying by mail, include self-addressed stamped envelope or pick up registration.)****

Incomplete applications will be returned and will delay processing.

_____
(Signature of Applicant) **(Date)** **(Title)**

Revised: 02/09/2024