



Contractor Registration

The Building Department
9543 Broadview Road • Broadview Heights, OH 44147
440.526.6864 / building@broadview-heights.org

Registration are valid from January 1st of the current year and expires on December 31st of the same year.

We do not accept registration by email. All registrations need to be submitted in person or by regular mail.

Any and all general contractors, specialty contractors, subcontractors and landscapers performing any work within the City, (regardless of whether a permit is required) shall be required to register with the City and the Regional Income Tax Agency (RITA) prior to beginning any work within the City. Contractors who begin work in the City without first registering may be subject to additional fees, a stop work order and/or a court citation.

We do not allow the registration to run from December of the current year to December of the following year; no grace period is given in the month of December for the following years registration.

If you are the General Contractor on the project, the registration process applies for all the sub-contractors who will be working on the job. We do not issue permits until all contractors are registered for the year the work will be performed and have up to date insurance, workers comp and state license.

ANY APPLICATION MISSING ANY INFORMATION WILL NOT BE PROCESSED AND WILL BE RETURNED.

NOTIFICATION: If you do not submit your application in person, you must provide a valid email address for us to send it electronically.

PAYMENT: The fee for an annual registration is one hundred dollars (**\$100.00**). No refunds.

We accept Cash, Check, or Credit Cards (3.5% services fee). Cash, Checks and Credit Cards are accepted in person but you can pay by Credit Card online by clicking the "Pay Here" link on the bottom of the building department page. You will need an application number; which the building department will provide to you once your application has been approved. Make checks payable to City of Broadview Heights.

CONTRACTOR CATEGORIES:

Those engaging in work as a registered contractor, either by hire, contract or subcontract, shall be registered for each classification type. The wording of your classification on the registration must match the wording on the bond. You may state an additional classification type on the application **ONLY** if both classification types are listed on the bond.

The following contractor categories **MUST** submit a Current State License with their application:

**Electric, Plumbing
HVAC
Refrigeration**

**Hydronic
Fire Suppression
Fire Protection**



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BOND:

- A twenty-five thousand dollars **(\$25,000.00)** bond
- The bond shall be on a **Broadview Heights Bond Form**
 - Must have insurance company's seal/stamp
 - Power of Attorney attached.
- The **bond effective date** has to be the current year of the registration and the **expiration date** shall be December 31st of the current year and this is annually.
- No Continuation Certificates will be accepted.
- No grace period is given in the month of December for the following years registration.
- All registrations start January 1st of the registration year and end on December 31st of the same year.
- Either the principal or an authorized representative of the company **MUST sign the bond form.**
- We will only accept the **“original”** stamped/sealed bond form
- The bond form may be downloaded by your insurance company from the City's website: www.broadview-heights.org

CERTIFICATE OF INSURANCE:

- The Certificate of Insurance must list bodily injury **\$100,000/\$300,000** and property damage of least **\$50,000**.
- The City of Broadview Heights must be listed as a Certificate Holder.
- The Certificate of Insurance will expire on December 31st of the current year.
- If the insurance certificate expires during the year it is your responsibility to submit a new certificate.

WORKER'S COMPENSATION:

- A Copy of your Current Worker's Compensation Certificate must be included.
- If you are a **SOLE** Proprietor with **NO EMPLOYEES** other than yourself, you must note the fact on the application.
- If the worker's compensation certificate expires during the year it is your responsibility to submit a new certificate.

RITA BUSINESS REGISTRATION FORM 48:

- If **you are not** currently paying taxes to RITA in Cuyahoga County, you must fill out and submit **FORM 48** online at **<https://ritaohio.com/>**.
- If you have a Federal ID Number you must list it on the Contractor Registration Application.
- **It is the responsibility of ALL contractors to notify RITA at <https://ritaohio.com/> with the number of days & locations of work that the company does in Broadview Heights.**

IMPORTANT NOTES:

- All Contractor/Building Trade Registrations shall expire on December 31st of the year of issuance.
- All Workman's Compensation Certifications expire on June 30th of every year.
- The expiration of any of the required documents may delay permit approvals and inspections for the project.
It will be the responsibility of the company or representative to submit new documents when they expire.
- All Certificates must be re-submitted each year with your registration, regardless of expiration dates.
- **Bonds that are cancelled by your insurance company for any reason will also cancel your registration.**



Contractor Registration

Office Use

Registration Year: **2023**

Date Received: _____

Renewing Registration **New Registration**

Company Information

Name of Business

Business Phone

Company Address:

Business Email

City/State/Zip

Name of Business Owner For The Company

Name

Email

Cell/Phone

Name of Primary Contact/Representative For The Company

Name:

Email

Cell/Phone

Trade You Are Registering As: _____

Federal ID #: _____

What you list as your trade above needs to match what is on the bond form.

Worker's Compensation:

I have a Worker's Compensation Certificate *(please provide a copy with your submission)*

I'm a sole proprietor and I do not have Worker's Compensation

R.I.T.A.:

Yes, I'm registered with RITA *(you do not need to submit a RITA form)*

No, I'm not registered with RITA, *(you must complete Form 48 at <https://ritaohio.com/>)*

This is certification that the applicant for the Registration is qualified to perform the work of the type of the building trade listed within the corporation limits of Broadview Heights, Ohio, in accordance to Chapters 1445 & 1446 of the Building Code. Any specialty contractor registering for **ELECTRIC, PLUMBING, HVAC, HYDRONIC, REFRIGERATION, FIRE SUPPRESSION/PROTECTION** must also hold and submit a valid state license issued pursuant to the State of Ohio. I agree to conform to all City Ordinances in addition to applicable State and Federal laws and regulations that may be in effect during the time that this registration is valid. I hereby certify that I will abide by the provisions of the Codified Ordinances of the City of Broadview Heights, Ohio, that I am fully aware of the requirements of the same, and that any misrepresentation of data or facts on this application will be cause for refusal of the registration or revocation of the registration now or in the future. I understand that it is the responsibility of the contractor to notify the Regional Income Tax Agency with the number of days and locations of the work that the company is doing in the City of Broadview Heights.

Business Owner's Printed Name

Business Owner's Signature

Date



Effective Date: _____, 2023

Bond #: _____

LICENSE/REGISTRATION PERMIT BOND

KNOW ALL PERSON BY THESE PRESENTS:

That we, _____
PRINCIPAL NAME

Of _____, State of _____, as Principal
CITY

And _____, a Corporation, duly licensed to do business
SURETY COMPANY NAME

In the State of Ohio, as Surety, are held and firmly bound unto the **CITY OF BROADVIEW HEIGHTS**, State of Ohio, As Obligee, in the penal sum of **TWENTY-FIVE THOUSAND DOLLARS** (\$25,000.00) lawful money of the United States, to be paid to the Obligee, for which payment well and truly to be made, we bind ourselves and our legal representatives, firmly by these presents.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, That Whereas, the Principal has been registered as (an) a

_____ Contractor, by the Obligee.
TYPE OF CONTRACTOR

NOW, THEREFORE, this bond shall guarantee full and faithful compliance by the applicant/principal with all provisions of the Building Code, Ordinances and rules and regulations of the City of Broadview Heights and shall bind the surety thereon to correct or abate any violation of the Building Code, Ordinances and rules and regulations of the City, or such rules and regulations wherever the applicant for the named license as principal on such bond refuses, neglects or fails to correct or abates such violation within a reasonable time limit set by the Building Commissioner. **THIS BOND SHALL ALSO INSURE TO THE BENEFIT OF ANY PERSON MAKING A COMPLAINT OF SUCH VIOLATION AS WELL AS TO THE CITY OF BROADVIEW HEIGHTS.**

This obligation to be void, otherwise to remain full force and effect for the current calendar year ending **DECEMBER 31, 2023.**

Dated this _____ day of _____, 20____.

SEAL:

Principal

Principal

BY: _____
Surety Agent Executing Bond