



Contractor Registration

The Building Department
9543 Broadview Road • Broadview Heights, OH 44147
440-526-6864

Office Use

Date Received: _____ Fee Amount: _____
Registration No.: _____ Payment Reference No.: _____
Application No.: _____ Receipt No.: _____

Renewing Registration / New Registration

Name of Company

Name: _____ Cell/Phone _____

Address: _____ Email _____

City/State/Zip _____ BVH Contractor Registration # _____

Name of Business Owner

Name: _____ Cell/Phone _____

Address: _____ Email _____

City/State/Zip _____ Authorized Representatives Name
(other than owner that can sign on behalf)

Trade You Are Registering As: _____ **Federal ID #:** _____

Worker's Compensation:

- I have a Worker's Compensation Certificate
- 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.

Contractor's Printed Name

Contractor's Signature

Date



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Effective Date: _____, **2020**
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 dirmly bound unto the **CITY OF BROADVIEW HEIGHTS**, State of Ohio, As Obligee, in the penal sum of **TWENTY-FIVE THOUSAND DOLLARS** (\$25,000.00) lawfull 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 princiapl on such bond refuses, neglects or fails to correct or abote such violation within a reasonable time limit set by the Building Commissioner. **THIS BOND SHALL ALSO INURE 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 remainin full force and effect for the current calenard year ending **DECEMBER 31, 2020.**

Dated this _____ day of _____, 20__.

SEAL:

Principal

Principal

BY: _____
Surety Agent Executing Bond



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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.

**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 self addressed stamped envelope with your application. Your certificate will be mailed to you through regular mail.

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 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 a application number; which the building department will provide once your application has been approved. We accept checks or money orders through the mail. 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 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**

BOND:

- A twenty-five thousand dollar (\$25,000.00) bond
- The bond shall be on a **Broadview Heights Bond Form**
 - Must have insurance company's seal/stamp and a
 - Power of Attorney attached.
- The bond expiration date shall be December 31st annually. No Continuation Certificates will be accepted.
- Either the principal or an authorized representative of the company named **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 30 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.**