

CONTRACTOR REGISTRATION APPLICATION



\$100.00 Per Registration Type, Check Each Box That Applies

Business Name: _____

Expiration Date: _____

Registration No.: _____

Registration Type

New Registration

Renewal

Home Improvement and Limited Contractor Registration

General Contractor (101), (103)

General contractors can pull only the following permits:
 Residential – new houses; Commercial—new buildings and remodels.

Concrete Forming and Placing & Finishing (106), (107)

General Sign Contractor (216)

Swimming Pool (329)

Sewer Contractor (343)

Demolition

Water Tapper

No registration fee, insurance or bond is required for Water Tapper,
 but a current City of Columbus license and RITA tax form is required.

Home Improvement General Contractor (139)

Residential Satellite Systems Installation

Residential Roofing (124)

Residential Siding, Windows and Doors (188)

Residential Wood Deck Installation

Residential Basement Waterproofing

Residential Masonry Fireplaces

Residential Aluminum Siding Installation

Residential Asphalt Paving

Residential Fencing

Residential Sidewalks and Driveway Approaches

Residential Exterior Lathing and Stucco

Residential Security Systems/Burglar/Fire

OCILB REGISTRATION

(You must include a copy of your current State of Ohio License, along with all other documentation listed below)

Electric

HVAC

Plumbing

Hydronics

Refrigeration

FIRE REGISTRATION

(You must include a copy of your current State of Ohio License, along with all other documentation listed below)

Automatic Sprinkler & Standpipe Systems Engineered Extinguishing Equipment (OTW) Fire Alarm & Detection Equipment

Fire Pumps Fire Service Mains Household Fire Warning Equipment Only Pre-Engineered Extinguishing Equipment (OTW)

Required Documents

All contractors must provide the following documentation before any registration will be processed:

Certificate of Insurance (\$300,000 minimum liability)

(Certificate holder must be Grove City)

Insurance Company: _____

Representative: _____

Phone: _____ Expiration: _____

\$15,000 Bond (Signed & Sealed)

(Continuation certificates accepted if original bond is on file with Grove City Building Division)

Bond Company: _____

Representative: _____

Surety Bond Amount: \$15,000 required

Expiration: _____ Bond No.: _____

State License (for OCILB Contractors)

License No: _____ Expiration: _____

License Type: _____

City of Columbus License

(OCILB and Fire Contractors are exempt)

License No: _____ Expiration: _____

License Type: _____

- Previous test score (if required) from Grove City-approved testing facility: _____
- RITA Form 48 (City Tax) - See attached form

NOTE: Insurance, state and city license documentation must be provided; no copies will be retained from previous years.

NOTICE

This registration is revocable or may be suspended if the terms and conditions under which it is granted are violated. It is the responsibility of the contractor to ensure that the liability insurance and state license is updated to prevent delays in processing permits and inspections. Work shall not be started without an approved permit.

Office Use

Receipt/Trans. No. _____

Check No. _____

Date Entered _____

Date Issued _____

_____ Registrations at \$100 per registration = _____

(Total Fees Due)

APPROVAL

Inspector Initials _____

Date _____

Contractor Information

Company Name/DBA: _____ License Holder: _____

Address: _____ City, State, ZIP: _____

E-mail Address: _____ Social Security No.: _____

Office Telephone Number: _____ Office Fax Number: _____

Cell Phone Number: _____ Federal ID: _____

ACKNOWLEDGEMENT OF CONTRACTOR REGISTRATION MINIMUM REQUIREMENTS



Minimum Experience Requirements by Contractor Type

Home Improvement General Contractor

Applicant shall have a minimum of three full years experience in the one-, two- and three-family home improvement field.

Home Improvement Limited Contractor

Applicant shall have a minimum of one full year of experience in the field for which the applicant is registering:

- Residential roofing
- Residential siding, windows and doors
- Residential wood deck installation
- Residential basement waterproofing
- Residential prefabricated fireplaces and wood or coal stoves
- Residential masonry fireplaces
- Residential aluminum siding installation
- Residential fencing
- Residential sidewalks and driveway approaches
- Residential exterior lathing and stucco
- Residential pools and spas
- Residential asphalt paving
- Residential irrigation sprinkler
- Residential satellite systems insulation
- Residential security systems

Sewer Contractor

The minimum experience required for an applicant shall be evidenced in writing and shall have been obtained in any of the following ways:

- Two consecutive full years of experience under the supervision of a City or other recognized jurisdiction's registered sewer contractor
- Three cumulative, nonconsecutive full years of experience under the supervision of a City or other recognized jurisdiction's registered

sewer contractor

- A current, valid registration as a sewer contractor in another recognized city, county or state
- Two full years of experience working on sewer systems

General Sign Contractor

The minimum experience required for an applicant shall be evidenced in writing and shall have been obtained in any of the following ways:

- Two consecutive full years of experience under the supervision of a City or other recognized jurisdiction's registered general sign contractor
- Three cumulative, nonconsecutive full years of experience under the supervision of a City or other recognized jurisdiction's registered general sign contractor
- A current, valid registration as a general sign contractor in another recognized city, county or state
- Two full years of experience working on sign systems

Limited Sign Contractor

The minimum experience required for an applicant shall be evidenced in writing and shall have been obtained in any of the following ways:

- Two consecutive full years of experience under the supervision of a City or other recognized jurisdiction's registered general sign contractor
- Three cumulative, nonconsecutive full years of experience under the supervision of a City or other recognized jurisdiction's registered limited sign contractor
- A current, valid registration as a general sign contractor in another recognized city, county or state
- Two full years of experience working on sign systems

DETERMINATION OF A FULL YEAR

A "full year" of experience, as required above, shall be based on 12 consecutive calendar months during which the applicant shall have been gainfully and verifiably employed for not less than 1,600 working hours at the specific craft, trade or profession for which an application for a Grove City Building Division-issued registration has been made.