

IN ACCORDANCE WITH THE PROVISIONS OF SECTION 1373 OF THE CITY OF WILLOUGHBY HILLS CODE OF 2006

REGISTRATION REQUIRED. No person, firm or corporation (including but not limited to, general contractors, subcontractors, and mechanical trades) shall engage in the business or act in the capacity of a contractor except pursuant to a certificate of registration. All persons, prior to engaging in or being employed as responsible for the installation, replacement, and/or construction (such as construct, alter, repair, add to, subtract from, demolish, reconstruct or remodel any building, structure or appurtenance thereto) within the City shall obtain the required certificate of registration. At least one responsible member, officer or employee must be registered by the City to make such installations. All work performed by such shall be under direct supervision of the registered person.

- **Application** must be complete and applicant's signature notarized. Applicant must be the registering contractor. Notary Public available at City Hall.

PERMITS ISSUED ONLY TO REGISTERED CONTRACTORS. No permit required shall be issued for work to be undertaken by any contractor except to a registered contractor.

- The registering contractor may list persons authorized to pull permits under this registration request. If the list exceeds the application space given, please provide a separate sheet on company letterhead, stating authority and it must also be signed by the registering contractor and notarized.

BOND AND INSURANCE.

- Copy of Current **Certificate of Liability** in the amount of \$100,000/\$300,000 for bodily injury and \$50,000 for property damage (Willoughby Hills named as additionally insured).
**The contractor is responsible for having copies of updated certificates and licenses forwarded to the Building Department in order to keep our records current. If a certificate of insurance or license expires within the year of registration it can prevent issuance of a permit and/or put a project at risk of a stop work order.
- **Willoughby Hills Bond form** completed by bond issuer with the bonding obligation in the amount of \$20,000 - expiration date of December 31 of year applying. Continuation Certificates are not accepted.

ELIGIBILITY FOR CERTIFICATES OF LICENSES AND REGISTRATION. No applicant shall be registered as a contractor unless the applicant is the holder and submits proof of a current certificate, license, and/or registration as required.

- **Electrical, HVAC and Plumbing : State Certification**/Professional License from a testing Municipality or County. See ** above.
- **FIRST TIME REGISTRATION:** Current copy of State Certification/Professional License OR Copies of three (3) current municipality registrations with other communities for review by the Building Commissioner.

EXPIRATION AND RENEWALS. All registration certificates shall expire on December 31 in the year in which such certificate of registration was issued.

- A **Check** payable to: The City of Willoughby Hills.
Registration Fee: \$100.00
Discount Fee: \$75.00 Renewals received by January 31 of the ensuing year
- If application is mailed, send a regular #10 - self addressed, stamped **Envelope** for a return certificate.

REVOCATION AND SUSPENSION OF REGISTRATION. A certificate of registration may be suspended or revoked by the Building & Zoning Inspector, as per Section 1373.08. Violations and penalties can apply, per Section 1373.99.

— PERMITS —

Permits are subject to charges PLUS 1% OBBS fee

Forms available in the department or at www.willoughbyhills.net

Permit Hours: Monday through Friday, 8:00 a.m. to 4:00 p.m.

City of Willoughby Hills

Building Department

35405 Chardon Road, Willoughby Hills, OH 44094
440-975-3550 Office ; 440-918-8749 Fax

LICENSE AND PERMIT BOND BOND NO. _____

KNOW ALL MEN BY THESE PRESENTS:

That we, _____ of _____,
State of _____, as Principal, and _____, a
corporation duly licensed to do surety business in the State of _____, as Surety, are
held and firmly bound unto the City of Willoughby Hills, Ohio, and/or any resident, and/or any property owner,
as Obligee, in the penal sum of not to exceed TWENTY THOUSAND DOLLARS (\$20,000.00) lawful money of
the United States, for which payment well and truly to be made, we bind ourselves and our legal representative
firmly by these presents.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, that whereas the Principal has been
licensed as _____ by the City of Willoughby Hills.

NOW, THEREFORE, if the Principal shall faithfully perform the duties and in all things comply with the
Building and Zoning Codes and Ordinances of the City of Willoughby Hills, Ohio, including all amendments
thereto, pertaining to the license or permit applied for, then this obligation to be void; otherwise to remain in full
force and effect until cancelled by the Surety as provided below or released by the Obligee.

This bond may be terminated at any time by the Surety upon sending written notice by First Class U.S.
Mail to the Obligee and to the Principal at the addresses last known to the Surety, and at the expiration of thirty
(30) days from the mailing of said notice, this bond shall terminate and the Surety shall be relieved from any
liability for any acts or omissions of the Principal subsequent to that date. The Surety shall not be liable for
more than the amount of this bond, regardless of the number of claims made against this bond or the number
of years this bond remains in force. Any revision of the amount of this bond shall not be cumulative.

Dated this _____ day of _____, 20_____.

Expires on December 31st, 2008

Principal

Principal

_____, SURETY

By _____
Name and Title

Insurance Agency/Agent:
Name _____

Address _____

Phone No. _____

FAX No. _____