

City of Willoughby Hills, Building Department

CONTRACTOR UPDATES

Required documents to accompany the application are listed on the application.

If the registration will be mailed to our building department, please include a self addressed, stamped envelope for registration certificate and receipt return.

Permit forms have been updated. Please contact our office to receive a copy of the application required to your specific trade. Our website www.willoughbyhills.net is under-construction but some forms are available there. You may pull permits once your registration is approved. Permits are subject to permit fees. Permits are issued in the Building Department Monday through Friday, 8:00 a.m. to 4:00 p.m.

No permit shall be issued for work to be undertaken by any contractor except to a registered contractor; therefore, the company owner must list the person(s) allowed to pull permits under the company name, if applicable.

The Ohio Board of Building Standards mandated all certified residential building departments administer a 1% ASSESSMENT FEE towards the cost of a permit for all residential projects requiring plan review and/or inspection.

As certificates and licenses expire, 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 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.

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. _____