

**THIS RENEWAL APPLICATION IS FOR CONTRACTORS CURRENTLY REGISTERED FOR 2025. IF YOU WERE NOT REGISTERED IN 2025, PLEASE COMPLETE THE REGULAR CONTRACTOR REGISTRATION APPLICATION.**

CITY OF KIRTLAND - ZONING DEPARTMENT  
9301 CHILLICOTHE ROAD, KIRTLAND, OH 44094  
Procedures for Contractor Registration Renewal

In order for your company to continue to work in the City of Kirtland, it is necessary that you renew your contractor registration for the calendar year 2025. Complete the attached form in full and provide the following by December 31, 2024:

- 1) Annual application fee of \$75.00 which is good for only the year which this registration covers.
- 2) A surety bond in the amount of \$5,000 (with an expiration date of December 31, 2025) provided by applicant's insurance company, showing work categories covered. The principal registration individual must sign the bond, as well as provide a Federal I.D. number or social security number.
- 3) Provide a current Certificate of Insurance to the City of Kirtland, indicating evidence of liability insurance for bodily injury in the amount of at least \$100,000/\$300,000 and for property damage in the amount of at least \$50,000. Note that the City of Kirtland must be named as additional insured on certificates if working on City buildings or property.
- 4) A stamped, addressed envelope for return of your 2025 Certificate of Registration if you would like a printed copy of the Certificate of Registration mailed to you.

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CITY OF KIRTLAND - ZONING DEPARTMENT  
9301 CHILLICOTHE ROAD, KIRTLAND, OH 44094

APPLICATION FOR RENEWAL OF CONTRACTOR REGISTRATION  
FOR CALENDAR YEAR 2025

Application is hereby made for renewal of contractor registration to engage in the business of \_\_\_\_\_ within the corporate limits of the City of Kirtland, Ohio, in accordance with the requirements of Chapter 1460 of the Codified Ordinances of the City of Kirtland.

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Company Phone: \_\_\_\_\_

Years in Business: \_\_\_\_\_ Corp. \_\_\_\_\_ Partnership \_\_\_\_\_ Single \_\_\_\_\_

Fed. I.D.# \_\_\_\_\_ Social Security # \_\_\_\_\_

Surety Bond Co. \_\_\_\_\_ Amount \$5,000

Liability Ins. Co. \_\_\_\_\_

I, \_\_\_\_\_, representing myself or the authorized officer of above company, do hereby certify that I know the provisions of the above named chapter, and that in the event that I am required to sublet work, that I agree to engage only registered contractors, and I understand that any misrepresentation of dates or facts may be cause for refusal of my registration and may result in prosecution.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\* \* \* \*

Approved by: \_\_\_\_\_

Zoning Department, for the City of Kirtland, on (date) \_\_\_\_\_

Pay In # \_\_\_\_\_ Amount \_\_\_\_\_