

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

- 1) Complete the attached form in full. APPLICANTS must submit copies of registration from two (2) other communities or notarized forms from other businesses or customers showing prior work done. Electricians and plumbers must also submit copy of Lake County Building Department license or registration.
- 2) Application fee is \$75.00 which is good for only the year which this registration covers.
- 3) A surety bond in the amount of \$5,000 must be provided by the 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.
- 4) Provide a 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. Please note that the City of Kirtland should be named as additional insured on certificates if working on City buildings or property.
- 5) Certificate of Registration shall be for a term of one year, from January through December. Any applicant registering in December will have to register again in January for the next calendar year.
- 6) The City of Kirtland shall be authorized to revoke any and all certificates where contracting work is installed contrary either to the Ordinances of the City or the Lake County Building Department codes.
- 7) The City, by no means, is guaranteeing any workmanship, and will not make any recommendations of individual contractors to homeowners or businesses requesting such information. The City will only give current information if problems exist and persons need to contact a contractor who has not done quality work or finished an existing project.

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REGISTRATION FORM

Application is hereby made for a certificate of 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.

I, _____, representing myself or the authorized officer of _____ located at _____ city/state _____ phone no. _____ do hereby certify that I know of the provisions of the above named chapters, 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.

Signature of Applicant

* * * * *

Approved by: _____

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

Pay In # _____ Amount _____

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9301 CHILLICOTHE ROAD, KIRTLAND, OH 44094
APPLICATION FORM
for
Registration of Contractors

Fee \$75.00 ANNUAL APPLICATION payable to City of Kirtland

Date: _____

Company Name: _____

Company Address: _____

Company Phone: _____

Years in Business: _____ Corp. _____ Partnership _____ Single _____

Fed. I.D. # _____ Social Security # _____

Surety Bond Co. _____ Amt. \$5,000

Liability Ins. Co. _____

References from other cities _____ phone _____

_____ phone _____

References from others _____ phone _____

_____ phone _____

Fire Inspection Certificates _____

Plumbers/Electricians License _____

Sub-contractors/Contractors _____

List of properties _____

List all permanent employees working on site _____

* * * * *

RENEWAL YEARS: _____ _____ _____ _____