



City of Independence, Ohio

“THE HEART OF CUYAHOGA COUNTY”

BUILDING DEPARTMENT
6335 SELIG DRIVE • INDEPENDENCE, OH 44131-5045
(216) 524-1019 • (216) 573-1592

PROCEDURE FOR 2010 CONTRACTOR REGISTRATION

The following requirements must be met in order to work in the City of Independence:

- 1) Complete application **IN FULL**. Whether it is a new application or a renewal.
- 2) **Registration Bond** (original copy with seal) in the amount of **\$25,000.00**.
 - We prefer our bond form, but will accept other standard forms if they **expire on December 31, 2010**
 - Principal of the company must sign the bond form.
 - If a Continuation Certificate is issued; include a copy of the original bond that is being continued.
- 3) **Certificate of insurance** from your insurance company indicating evidence of insurance for **bodily injury** in the amount of **\$1,000,000** for each occurrence, subject to an aggregate limit of **\$1,000,000**, and for **property damage** in the amount of **\$100,000** for each occurrence, subject to an aggregate limit of **\$100,000**.
 - City of Independence must be named certificate holder.
- 4) **Proof of Workers' Compensation Insurance**.
- 5) **Electrical, HVAC, Hydronics, Plumbing, Refrigeration, & Sprinkler Contractors:** Must submit a copy of their State License.
- 6) Contractor **must** be registered with our local City tax agency, R.I.T.A. (Call if you need a form)
- 7) Enclose a **check in the amount of \$50.00** payable to the City of Independence.
MasterCard & Visa also accepted. (See application)
- 8) Submit a **self-addressed, stamped** envelope.
- 9) You must be registered for **each type** of work you do in the City, i.e. waterproofing, concrete, electrical, fire alarm, plumbing, sprinklers, etc.. Each type of registration requires a separate Bond.
- 10) The City of Independence is a Certified Residential and Commercial Building Department. A 1% State Assessment Fee will be applied to residential permits and a 3% State Assessment Fee to commercial permits. Contractors performing work on residential properties must conform to the new Residential Code of Ohio. Worksheets are required to be submitted and approved before performing work. Worksheets are available in the Building Department.

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**Submit all items together. Applications with incomplete, illegible or missing information will be returned.**

Visit the City Website at [www.independenceohio.org](http://www.independenceohio.org), Building/Zoning, to print the latest permit applications.



**CITY OF INDEPENDENCE, OHIO**

Building Department  
216/524-1019 Fax: 216/573-1592

[www.independenceohio.org](http://www.independenceohio.org)

**APPLICATION FOR REGISTRATION**

|                                    |                            |
|------------------------------------|----------------------------|
| Date: _____                        | Applicant Name: _____      |
| Company Name: _____                | Address: _____             |
| Address: _____                     | Cty/St/Zip: _____          |
| Cty/St/Zip: _____                  | Phone: (_____) _____       |
| Phone: (_____) _____               | Company E-mail: _____      |
| Company Fed. ID/Soc. Sec. #: _____ | Company Fax: (_____) _____ |

The following are officers or partners in the above named company:

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_

I do hereby make application for a license to operate as a(n) \_\_\_\_\_ contractor within the corporation limits of Independence, Ohio, in accordance with the requirements of Chapter 1321 of the Codified Ordinances of the City of Independence, Ohio.

My experience and training which qualified me (us) for a license: State special training, past employment or business association, years of experience at the trade, etc.

List the names, addresses, telephone numbers and completion dates of your last three jobs, not necessarily in the City of Independence:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

| List names of counties/municipalities in which you hold licenses | License # | Mo/Year Issued |
|------------------------------------------------------------------|-----------|----------------|
| _____                                                            | _____     | _____          |
| _____                                                            | _____     | _____          |
| _____                                                            | _____     | _____          |

Has your license or registration in any county/municipality ever been suspended or revoked? \_\_\_\_ If yes, give month, year and locality \_\_\_\_\_

Are you currently registered with R.I.T.A.? Yes \_\_\_\_ / No \_\_\_\_ (If no, you must submit a copy of R.I.T.A. Registration Form 48 and mail the original)

The following are named as personal references not related to me: (Give name, address and phone number)

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_

I do hereby certify that I will abide by the provisions of Chapter 1321 of the Codified Ordinances of the City of Independence, Ohio, that I am fully aware of the requirements of the same, that any misrepresentation of data or facts will be cause for refusal of license or revocation of license when issued.

Date Approved: \_\_\_\_\_ 20\_\_

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

\_\_\_\_\_  
Building Official

Method of Payment:

My check # \_\_\_\_\_

MasterCard       Visa      Acct. # \_\_\_\_\_

Account Name (as it appears on card): \_\_\_\_\_

Expiration Date: \_\_\_\_\_      Signature: \_\_\_\_\_

**BOND**

*Know all Men by these Presents*, That we, \_\_\_\_\_  
\_\_\_\_\_ as principal,  
and \_\_\_\_\_  
\_\_\_\_\_ as sureties are held and  
firmly bound unto the **City of Independence**, Ohio, in the sum of *Twenty-five  
Thousand Dollars* (\$25,000.00), for the payment of which, well and truly to be  
made, we jointly and severally bind ourselves, our heirs, executors and  
administrators.

*Witness* our hands and seals, this \_\_\_\_\_ day of \_\_\_\_\_,  
two thousand and \_\_\_\_\_.

*The Conditions of this Obligation are such*, that whereas  
\_\_\_\_\_  
has this day been registered in accordance with the ordinances of the City of  
Independence, Ohio commencing on the \_\_\_\_\_ day of \_\_\_\_\_  
two thousand and \_\_\_\_\_ and **terminating on December 31 of the year issued.**

*Now*, if the said \_\_\_\_\_  
shall well and faithfully perform the work in prosecution of said business or  
occupation, in accordance with the rules and regulations of the City of  
Independence, Ohio, in such case made and provided, and shall well and truly  
indemnify and save harmless said City of Independence, Ohio, from all loss or  
damage resulting in any manner from the prosecution by him of said business or  
occupation, as aforesaid, and shall conform in all aspects to whatever rules and  
regulations the Council may establish, then this obligation shall be void;  
otherwise it shall be and remain in full force and virtue.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (Seal)  
\_\_\_\_\_ (Seal)  
\_\_\_\_\_ (Seal)