



RE: Application for Business Occupancy Renewal

Dear Business Owner/Applicant:

An annual renewal of the Certificate of Business Occupancy Renewal is required by the provisions of the Business Regulation Code, Chapter 759. This allows the Building Department to confirm that a business is maintaining compliance with applicable laws, ordinances, rules and regulations for the existing use or occupancy.

The current Certificate of Business Occupancies will expire on December 1st of each calendar year and will be required to renew by the same date each year thereafter. A renewal application shall be accompanied by a non-refundable fee of fifty dollars (\$50.00). In the event of a late renewal application (received after the December 1st compliance date, the aforesaid fee shall be double fined in addition to any further penalty provided in the City Ordinance.

ONLINE REGISTRATION: You can now register online by following the directions below:

- Go to <https://www.citizenserve.com/lyndhurst> to start the renewal process.
- Click on **"My Account"** on the top right to login
- Please use the e-mail provided the previous year. If you are having trouble with the e-mail address, please call us to update your account.
- Login using **"Already Have an Account"** with your email and password.
*If you do not know your password, click the link for Forgot My Password
- Once you are logged in you will be redirected to **"My Account"** page
- On the left-hand side of this screen click on **"View My Requests"** - **If there are permits attached to your account, make sure "View My Business Licenses" is listed in the drop-down menu**
- Select the license number you want to RENEW.
- You will be directed to a new screen, "View License."
- On the left-hand side of the screen, click on **"Renew Your Business Licenses"** and ensure all information provided is accurate
- Click **"Submit"** at the bottom.
- On the left side of the screen, click **"Make a Payment."**
- Your license will be available in your account, in the documents tab once payment is received.

MAILING: If mailing the Business Occupancy Renewal – you will need to fill out the Business Occupancy Renewal application and send in with payment.

In closing, the City Administration is committed to working with the commercial property owners and tenants to ensure success and the viability of the community.

Kindly,

Kari Link
Programs Coordinator
440-473-5108

City of Lyndhurst
Department of Building
5301 Mayfield Road
Lyndhurst, Ohio 44124

Phone: 440-473-5108
Fax: 440-442-7189

Date _____

2026 APPLICATION FOR REGISTRATION/BONDING OF CONTRACTOR

APPLICANT _____ DBA _____

ADDRESS _____
Number & Street City State Zip Code

PHONE _____
Business Cell Fax

E-mail _____ Federal I.D. _____

Check the trade(s) for which the application is being made:

☐ GENERAL BUILDING TRADES	☐ ELECTRICAL	☐ HYDRONIC
☐ RIGHT-OF-WAY WORK	☐ PLUMBING	☐ HVAC
☐ FIRE SUPPRESSION	☐ SEWER	☐ DRIVE/APRON
☐ OTHER (Describe below)		

*****List any authorized agents who are able to obtain permits under your company's name.*****

AUTHORIZED AGENTS

Agent # 1: _____ Phone/Cell Number _____

Agent # 2: _____ Phone/Cell Number _____

Agent # 3: _____ Phone/Cell Number _____

*****PLEASE SEE ATTACHED CHECK LIST FOR THE REQUIREMENTS FOR REGISTRATION. ALSO PLEASE BE AWARE WE HAVE A NEW BOND FORM. ONLY ONE BOND IS NOW NEEDED FOR REGISTRATIONS OF MORE THAN ONE TRADE**

ALL REGISTRATIONS EXPIRE ON DECEMBER 31st OF EACH YEAR.

I hereby indicate that all of the information is true to the best of my knowledge, that I am at least 18 years of age, able to interpret construction plans and specifications, and able to comply with the requirements of the City of Lyndhurst Code of Ordinances.

Signature of Applicant

Date

BOND NO. _____
(REQUIRED)

CITY OF LYNDHURST
2026 REGISTRATION BOND

KNOW ALL MEN BY THESE PRESENTS, that, _____
doing business as principal, hereinafter referred to as the principal, and, _____
as surety, hereinafter referred to as the surety, are held and firmly bound unto the **City of Lyndhurst**, in the sum
of Twenty Thousand Dollars (\$20,000) for payment of which, well and truly to be made we bind ourselves, our
heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents. Witness
our hand and seals this _____ day of _____.

The conditions of the above obligations are such that:

Whereas the said principal made application to the **City of Lyndhurst** for a Certificate of Registration as a
contractor to engage the business within the **City of Lyndhurst** during the calendar year of 2026 in accordance
with the provisions of Chapter 1352 of the Code of Ordinances of the **City of Lyndhurst**.

Now therefore, if the said principal shall faithfully observe all the duties and discharge all the obligations incurred
by him/her during said registration period under the ordinances of the **City of Lyndhurst** applying to the
construction, alterations, repair, addition to, subtraction from, reconstruction or remodeling of any building,
structure or appurtenance thereto, or any part thereof, and the ordinances applying to underground construction
and/or work within the public right of way, and all the lawful orders of the **City of Lyndhurst**, issued under said
ordinances, then this obligation shall be void, otherwise, the same shall be and remain in full force and effect; the
undersigned agreeing and consenting that this undertaking shall be for the benefit of any party damaged by the
principal's failure to comply with the duties, terms, conditions, provisions and requirements of the ordinances of
the **City of Lyndhurst** applying to such work and the lawful orders of the **City of Lyndhurst** issued under such
ordinances, as well as for the benefit of the obligee herein, and either or both may bring action on the bond, but
said action must be commenced within two years after expiration of the principal's registration.

SEAL

PRINCIPAL

SURETY
(SIGNATURE OF AGENT EXECUTING BOND)

NOTE: ATTACH POWER OF ATTORNEY

(If this Bond is executed by any agent for a principal or a Surety, such Agent must affix a copy of his Power of Attorney or other evidence of authority to execute the Bond. If the Surety is a non-resident corporation of the State of Ohio, its authority to do business in Ohio must, likewise, be attached hereto).

Insurance coverage requirements for contractor registration

Applications for a Certificate of Contractor Registration for the *calendar year 2026* are required to include a Certificate of Insurance indicating the required *General Liability* coverage limits.

GENERAL LIABILITY COVERAGE. *Provide only one of the following options.*

1. Certificates must provide evidence of general liability insurance for bodily injury in the amount of one million dollars/two million dollars (\$1,000,000.00/\$2,000,000.00) **and** for property damages in the amount of at least fifty thousand dollars (\$50,000.00). The City Of Lyndhurst must be listed as additional insured.

Or

2. Certificates must provide evidence of general liability coverage in the amount of one million dollars (\$1,000,000.00) *for each occurrence* **and** two million dollars (\$2,000,000.00) general aggregate. The City of Lyndhurst must be listed as additional insured.

BEFORE MAILING, DID YOU INCLUDE:

▽ A COMPLETED REGISTRATION APPLICATION FOR TRADES.

▽ COMPLETED 2026 NEW BOND FORM WITH SEAL AND ATTACHED POWER OF ATTORNEY.

▽ CERTIFICATE OF INSURANCE WITH REQUIRED LIMITS AND LISTING THE CITY OF LYNTHURST AS ADDITIONAL INSURED.

▽ EVIDENCE OF A LICENSE FROM THE OHIO CONSTRUCTION INDUSTRY EXAMINING BOARD (OCIEB) OR OHIO STATE DEPARTMENT OF HEALTH FOR THOSE TRADES REQUIRING IT.

▽ PAYMENT OF \$100.00 FOR EACH TRADE REGISTRATION.

▽ SELF – ADDRESSED STAMPED ENVELOPE (NOT NECESSARY IF OBTAINING THE REGISTRATION IN PERSON)

▽ TO ENSURE PROPER CREDIT, PLEASE MAIL TO THE ATTENTION OF THE BUILDING DEPARTMENT.

Please make check payable to:

The City of Lyndhurst
5301 Mayfield Road
Lyndhurst, Ohio 44124
Attn: Building Department