

APPLICATION FOR CONTRACTOR REGISTRATION

SECTION 1321



**CITY OF WESTLAKE
BUILDING DEPARTMENT
27700 HILLIARD BLVD.
WESTLAKE, OHIO 44145
PHONE (440) 617-4105
FAX (440) 617-4144**

OFFICE USE ONLY

DATE APPROVED: _____

ISSUED BY: _____

NUMBER OF REGISTRATIONS _____

TOTAL COST: \$ _____
1000502.43210

REGISTRATION NUMBER: _____

BOND _____ INS. _____

W.C. _____ STATE _____

**Make Checks Payable to:
City of Westlake**

Type or print ALL information in ink. Applicant to complete both sides of this application. Incomplete applications will be returned and will delay processing. The Westlake Building Department does not enforce deed restrictions, covenants, or subdivision regulations.

CONTRACTOR INFORMATION

Registration Number: _____

Application Fee (Enclose \$ 100.00 for registration and \$ 100.00 for each additional registration)

Company Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Owner Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Person: _____ Contact Phone: _____

Cell Phone: _____ Fax: _____ E-Mail: _____

Complete the following if a corporation: President Name: _____

Vice President Name: _____ Secretary Name: _____

When Incorporated: _____ In What State: _____

The following contractors REQUIRE State Licensing. Attach copy and indicate number:

- | | | |
|---|--|--|
| ☐ Electrical _____ | ☐ HVAC _____ | ☐ Hydronic _____ |
| ☐ Plumbing _____ | ☐ Fire Protection _____ | ☐ Refrigeration _____ |

Type of Work:

- ☐ Asphalt/Paving
- ☐ Carpenter
- ☐ Concrete/Masonry
- ☐ Demolition
- ☐ Excavating
- ☐ Fence

Commercial

- ☐ General Contractor
- ☐ Handy Man
- ☐ Insulation
- ☐ Landscaping
- ☐ Lovo
- ☐ Plaster/Drywall

Residential

Both

- ☐ Roofing
- ☐ Sewer
- ☐ Siding
- ☐ Sign
- ☐ Snow Plowing
- ☐ Swimming Pool

- ☐ Tree Service
- ☐ Waterproofing
- ☐ Windows & Doors
- ☐ Other _____

I have read and completed both sides of this application. The acceptance of this contractor registration herein applied for shall constitute an agreement on my/our part to abide by all conditions herein contained and also to comply with all ordinances set forth by the City of Westlake, and the laws of the State of Ohio relating to the work to be done thereunder and said agreement is a condition of said registration.

Signature of
OWNER: _____ **PRINT NAME:** _____

APPLICATION REQUIREMENTS

For new or renewal General Contractor and Subcontractor registrations:

- a. Completed application, both sides.
- b. \$10,000 bond with Power of Attorney (or Continuation Bond if a renewal). **PLEASE USE THE ATTACHED BOND FORM.** Original required.
- c. Certification of Liability insurance (\$300,000 minimum), City of Westlake as certificateholder.
- d. Copy of State of Ohio Worker's Compensation Certification if applicable.
- e. \$100.00 Each trade/registration. DO NOT SEND CASH.
- f. Self-addressed stamped envelope when applying through the mail.

A separate registration shall be required for each type of work indicated on the application. One bond and insurance certification may be used for multiple registrations as long as it indicates that on said bond and insurance certificate.

All heating, ventilation and air conditioning contractors, refrigeration contractors, electrical contractors, plumbing contractor and hydronics contractors shall provide the Building Department with copies of their Licenses from the State of Ohio. Contractors engaging in fire protection work shall provide copies of their certificate from the State Fire Marshall's Office.

DEFINITIONS:

GENERAL CONTRACTOR: Any individual, firm, co-partnership, corporations, association or other organizations, or any combination thereof, who or which by himself or itself, or by or through others, construction, alters, repairs, adds to, subtracts from, reconstruction or remodels any building, structure or appurtenances thereto, or who to which undertake or offers to undertake, or purports to have the capacity to undertake or submits a bid to do so.

SUBCONTRACTOR: Any individual, firm, co-partnership, corporation, association or other organization, or any combinations thereof who or which by himself or itself or by or through others, undertake excavation, installation of foundations, constructs or installs any plumbing, H.V.A.C, electrical, roofing, siding, gutters, and downspouts, landscapes or participates in any phase of construction. All subcontractors shall be required to register with the Building Department according to the provisions of this Chapter 1321, as a condition of doing business in the City of Westlake.

What is the construction experience of the applicant? : _____ Years

How many years in business under the present business name? _____

Did you own or operate another business in the same trade/field for which you are applying for now?

☐ No ☐ Yes If YES, Name of business _____

Do you have any past or pending court actions regarding any businesses that you owned or operated?

☐ No ☐ Yes If YES, specify _____

Have you, an officer, or partner ever fail to complete work that was awarded to you or your company?

☐ No ☐ Yes If YES, specify in detail, include names, addresses of parties involved, and reason for not completing work. _____

List two other municipalities you are registered in: _____



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CONTRACTOR / REGISTRATION BOND

Bond#: _____

Effective Date: _____

Amount: \$10,000.00

KNOW ALL MEN BY THESE PRESENTS:

That **(Insert name of Principal)** _____
of **(Insert Company Name)** _____
as Principal, and **(Insert Name of Bonding Company)** _____

as Surety, are held firmly bound unto the City of Westlake, c/o Director of Finance, City Hall, 27700 Hilliard Boulevard, Westlake, Ohio 44145, as Obligee, in the sum of Ten Thousand and no/100 Dollars (\$10,000.00) to be paid to said Obligee, its successors and assigns, and for the payment thereof well and truly to be made, we, the Principal and Surety, jointly and severally bind ourselves, our heirs, executors, administrators, successors, and assigns firmly by these presents. The conditions of the above obligation are such that the above principal has or is about to apply to said Obligee for a Registration as a Contractor, pursuant to Chapter 1321 of the Codified Ordinances of the City of Westlake.

The expiration date of this bond shall coincide with the expiration date of said Registration.

This bond shall guarantee full and faithful compliance by the Principal with all of the provisions of the Codified Ordinances of the City of Westlake and shall bind the Surety thereon to correct or abate any violation wherever the Principal refuses, neglects or fails to abate such violation.

The Principal, its agents and employees, shall save the City of Westlake harmless from all loss and damage to persons or property which may be occasioned in any way, by accident or the want of care or skill on the Principal's part, in the prosecution of the work contracted, performed, pursued or attempted under such Registration, pursuant to Part Thirteen of the Codified Ordinances of the City of Westlake. If the Principal, its agents or employees shall save the City of Westlake harmless from all loss and damage to persons or property of the City of Westlake and aforesaid, then this obligation shall be void; otherwise, the same shall remain in full force and effect.

Signed this _____ day of _____, in the year _____

Principal: _____
(PRINT OR TYPE NAME)

By: _____
(SIGNATURE)

SURETY: _____
(PRINT OR TYPE NAME)

By: _____
(SIGNATURE OF ATTORNEY-IN-FACT)

Telephone No. of Attorney-in-Fact for Surety _____

Place Surety Seal Here

INSTRUCTIONS FOR COMPLETING THE CONTRACTOR REGISTRATION BOND FORM AS REQUIRED BY CHAPTER 1321 OF THE CODIFIED ORDINANCES OF THE CITY OF WESTLAKE

NOTICE TO CONTRACTOR: Please give these instructions to your bonding company or agent to ensure that all the information is correctly provided on the bond.

NOTICE TO BONDING COMPANY AND AGENT: Please follow the instructions below when completing this 'Contractor / Registration Bond' form.

1. **Form:** Please use the bond form provided by the City of Westlake if this is a new Registration or if the bond is being submitted for the first time. In the case of a renewal for an existing Registration and corresponding bond, we will accept a Continuation Certificate. Continuation certificate must be signed, sealed, and accompanied by power of attorney.
2. **Bond Number and Effective Date:** Please enter the Bond Number and the Effective Date of the bond on the lines provided.
3. **Amount of Bond:** All 'Contractor Registration Bonds' are set at \$10,000.00. Do not change this amount.
4. **Principal:** Please insert the name of the Principal who holds the Registration as it appears on the Registration application.
5. **Company Name:** If the contractor is doing business as a company or assigning the Registration to a business, then please insert the exact name of the business as it appears on the Contractor Application. If the contractor is conducting business as an individual, meaning, that a business or corporate name is not being used, then this line can be left blank.
6. **Name of Bonding Company:** Please insert the complete name of the bonding company. Also, please note that the name of this Surety must also appear on the Power of Attorney which is to be attached.
7. **Date and Signing of Bond:** Please enter the date in which the bond is being executed. It is important that this date be on or after the effective date in which the Power of Attorney is dated. If the Power of Attorney is dated after the date in which the bond is executed, then the bond will be considered invalid. Please print or type the name of the Principal (not the name of the business) who holds the Registration as indicated in No. 4 above. The Principal also needs to provide an original signature. Please print or type the name of the Surety, as indicated in No. 6 above. The bond must be signed by the Attorney-in-Fact. An electronic or facsimile signature of the Attorney-in-Fact is acceptable. Lastly, please provide the telephone number of the Attorney-in-Fact who can be contacted with any questions.
8. **Surety Seal:** We will accept an electronic or facsimile seal. If the seal is not provided as required, then we will consider the bond to be invalid and will return it to the Principal.
9. **Power of Attorney:** The insurance agent must attach a Power of Attorney form to the Bond. See No. 7 above for details.

When the bond form has been properly completed, please return it to the Principal. Do not return the bond form to our office. The Principal must complete additional paperwork and we require all of the paperwork to be submitted as a single submission.

QUESTIONS: If you have any questions regarding these instructions, please contact the City of Westlake Building Department