



# City of Seven Hills, Ohio

7325 SUMMITVIEW DRIVE - SEVEN HILLS, OHIO 44131 - PHONE 216.524.4427 - FAX 216.525.6283

## CONTRACTOR REGISTRATION INFORMATION FOR 2019

Applications for registration must include the following:

- **Registration fees for 2019 by date:**
- **\$75 before February 1, 2019 -- \$100 annually after February 1, 2019 & \$50 November 1, 2018 thru December 31, 2018.**
- All applications must include a **2018 original signed or electronically sealed** Contractor's Bond with Power of Attorney. (form furnished by the City in the amount of **\$10,000**)
- All applications must include Certificate of Liability insurance with a minimum of \$100,000/\$300,000 bodily injury and \$50,000 property damage. The City of Seven Hills shall be named as a **certificate holder** and be named as **additionally insured**.
- Attach a copy of the **State of Ohio Contractor's License** associated with your operation.

**\*\*\*Contractors** will be registered in **one** of these **six (6) categories, General, Plumbing, HVAC, Electrical, Low Voltage or Fire Suppression/Sprinkler. These are the only categories we will accept. (General Contractors** include Landscaping, Concrete or Cement, Roofing/Siding & Waterproofing Contractors, etc.) **We do not accept Riders or Stipulations to correct a Bond.** It is recommended that you get these instructions to your insurance provider in order that they follow our guidelines.

The Building Department will be enforcing the **posting of permits**. Failure to display permit may result in inspection not being performed and fines. In addition, **all required inspections must be requested and finalized or future permits will be delayed.**

We now accept Visa, MasterCard, Discover Credit/Debit cards along with checks, cash or money orders for payments of Permits and Fees.

Our fax number is as follows: 216.525.6283 and email: [Building@sevenhillsohio.org](mailto:Building@sevenhillsohio.org)

Our counter is open Mon-Fri 8:00am- 4:15pm.

**Downloadable Forms** are available online @ [www.sevenhillsohio.org](http://www.sevenhillsohio.org) Building Department page.

Building Commissioner, Richard Vittardi

Secretary, Jayne Anastasakis

Clerk, Tricia Jakubowski

Inspectors:

Michael Smyczek, Electrical, HVAC, Structural, George Salata, Plumbing, HVAC, Sewers

**"WE ARE OPEN FOR BUSINESS"**

**CITY OF SEVEN HILLS BUILDING DEPARTMENT CONTRACTOR REGISTRATION 2019**

7325 Summitview Drive  
 Seven Hills, Ohio 44131  
 216.524.4427 Fax 216.525.6283

I/We make application for registration to operate as a Contractor, within the corporation limits of the  
 CITY OF SEVEN HILLS, OHIO, in accordance with the requirements of Chapter 1123, of the Codified Ordinances of the  
 CITY OF SEVEN HILLS.

NAME OF BUSINESS:	FEDERAL I.D. #
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TYPE OF BUSINESS DESIGNATED:	GENERAL	PLUMBING	ELECTRICAL	HVAC	LOW VOLTAGE	FIRE SUPPRESSION/SPRINKLER
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STREET ADDRESS	CITY	STATE	ZIP CODE
PHONE	FAX	CELL PHONE	EMAIL

**LIST INDIVIDUALS AUTHORIZED TO OBTAIN PERMITS UNDER YOUR CONTRACTOR REGISTRATION:**

NAME and PHONE NO. OF PERSON RESPONSIBLE FOR BUSINESS OPERATION:	***Provide at least last four digits
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PHONE: - -	S.S.#	Required
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RESIDENCE ADDRESS	CITY	STATE	ZIP CODE
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**OFFICER'S OR PARTNER'S NAME AND ADDRESS IN ABOVE NAMED BUSINESS:**

NAME	STREET ADDRESS	CITY
STATE	ZIP CODE	PHONE
NAME	STREET ADDRESS	CITY
STATE	ZIP CODE	PHONE
NAME	STREET ADDRESS	CITY
STATE	ZIP CODE	PHONE

**LIST TWO CURRENT REGISTRATIONS OR LICENSES IN OTHER MUNICIPALITIES:**

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HAS YOUR LICENSE AND/OR REGISTRATION IN ANY JURISDICTION EVER BEEN SUSPENDED OR REVOKED?  
 YES/NO IF YES, GIVE DATE, LOCATION AND REASON OF REVOCATION:

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I do hereby certify, that I will abide by the provisions of the Codified Ordinances of the CITY OF SEVEN HILLS, OHIO, and I am fully aware of the requirements of the same, and that any misrepresentations of facts will be cause for refusal of registration or revocation of registration when issued. I have attached any State of Ohio Contractors licenses I/we hold to this application.

**(Authorized Signature)**

**(Application Date)**

-----Building Department use below this line-----

Building Commissioner

Date

Registration Number Assigned \_\_\_\_\_

Date Approved \_\_\_\_\_

App # \_\_\_\_\_ Receipt # \_\_\_\_\_



**CONTRACTOR REGISTRATION BOND FOR 2019  
CITY OF SEVEN HILLS, OHIO**

**Bond No.** \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS: That we, \_\_\_\_\_  
as Principal, and the \_\_\_\_\_, as Surety,  
are held and firmly bound unto the CITY OF SEVEN HILLS, OHIO, or to any of its officers, for the use of any persons, firms, corporations with whom such Principal shall hereafter contract, to do work in the Alteration, Construction, Conversion, Demolition, Erection, Framing, Installation, Moving, Remodeling, Repairing, Replacing, or Setting, of Commercial, Industrial, Institutional, Public, or Residential Buildings or Structures or parts thereof; and all appurtenant Buildings, Structures, or Areas of any of the foregoing in accordance with the provisions and requirements of the Building Code of the City of Seven Hills, OHIO, ORDINANCE 11-1971 and amendments thereto, in the penal sum of TEN THOUSAND (\$10,000.00) DOLLARS, lawful money of the United States, for the payment of which sum 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 hands and seals this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

THE CONDITIONS OF THE ABOVE OBLIGATION ARE SUCH, that whereas the above \_\_\_\_\_ has made Application to the Building

Commissioner for Registration and Licensing as a (an) \_\_\_\_\_ Contractor to engage in the business of the foregoing as required by the Building Code of the CITY OF SEVEN HILLS, OHIO during the

Term beginning \_\_\_\_\_, 20\_\_\_\_\_ and ending December 31, 2019.

NOW, THEREFORE, if the said \_\_\_\_\_ shall well and truly indemnify, keep and save harmless the CITY OF SEVEN HILLS, OHIO, or any of its Agents, or Officials for the use of any persons, firms or corporations with whom such Contractors shall contract to do work, and shall indemnify and pay any such persons, firms or corporations for damages sustained on account of the failure of such Contractors to perform the work so contracted for in accordance with the provisions of the Building Code of the CITY OF SEVEN HILLS, OHIO and Amendments thereto and any and all lawful rules and regulations promulgated under the authority thereof, and from or by reason or on account of anything done under and by virtue of any PERMITS issued under any such Registration or Licensing for the doing of any work required to be done in the of any of the foregoing with appurtenances thereto, then this obligation shall be null and void; otherwise, to remain in full force and effect. The City shall have the right to refuse a bond from any surety company for just cause. Prior failure to unreasonably pay on demand in the sole discretion of the City shall be considered just cause.

\_\_\_\_\_  
(To be signed by Principal)

\_\_\_\_\_  
(Insurance Company)

\_\_\_\_\_  
(Residence)

\_\_\_\_\_  
(Attorney-in-Fact)

(Signed original and sealed electronically accepted)