



## University Heights Contractor Registration

Phone: 216-932-7800  
Fax: 216-932-5239  
E-mail address: [building@universityheights.com](mailto:building@universityheights.com)  
Mailing Address: Building Department  
City of University Heights  
2300 Warrensville Center Road  
University Heights, OH 44118

Dear Contractor:

This checklist is provided for your convenience in order to insure that all the necessary paperwork for contractor registration is submitted at one time, thus avoiding unnecessary delays in the processing of your certificate. If there are any questions, please call our department at 216-932-7800 between the hours of 8:00am and 4:30 pm, Monday thru Friday.

- Certificate of liability insurance  
We do not have to be named additional insured; **just certificate holder**
- \$10,000 surety bond, payable to the city~we **must have a signed original document.**  
You may use our form (attached), or your insurance company's form
- Completed, notarized application (attached)
- Completed, notarized agreement (attached)
- \$150.00 application fee (Acceptable payment forms: *cash or check made payable to the City of University Heights*)

***Please enclose a self-addressed stamped envelope when registering by mail.***

Thank you for your cooperation in this matter.

**Application for Contractor Registration in the State of Ohio**

County of Cuyahoga SS

City of University Heights - Division of Building  
Ordinance 89-45

Firm Name: \_\_\_\_\_

Authorized Agent: \_\_\_\_\_

Address: \_\_\_\_\_  
**(NO P.O. BOXES)**

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Type of Contractor: \_\_\_\_\_

Previous City of University Heights Registration Number: \_\_\_\_\_

**Experience or Qualifications:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

State License # \_\_\_\_\_ (Electrical, Hydronics, HVAC, Plumbing and Refrigeration Contractors doing State code regulated projects only.)

Federal I. D. Number: \_\_\_\_\_

List names of any additional parties or officers responsible for the conduct of the contractor or subcontractor with all Federal Identification Numbers.

\_\_\_\_\_

- I hereby affirm that the statements contained herein are true and factual and complete.

\_\_\_\_\_  
*Applicant's Signature, Title*

- Sworn and subscribed in my presence:

\_\_\_\_\_  
*Notary Public*  
My Commission Expires: \_\_\_\_\_

.....  
(For office use only)

\$10,000.00 Surety Bond Certificate Benefiting the City of University Heights: \_\_\_\_\_

Liability Insurance Expiration Date: \_\_\_\_\_

\_\_\_\_\_  
*Approved, Building Commissioner*

\_\_\_\_\_  
*Date*

Receipt Number: \_\_\_\_\_ Certificate Number: \_\_\_\_\_

# Contractor Agreement

State of Ohio                    SS            County of Cuyahoga

Dear Contractor: As a condition of the University Heights Building Department accepting your Registration, Codified Ordinance Section 1321.01(a) requires the applicant or registrant shall sign the following covenants:

1. I hereby bind myself or my business to obtain all necessary permits which contractor knows or should have known are or are likely to be required for any or all of the work, prior to the commencement of any work.
2. I understand that failure to obtain any required permit may result in
  - Revocation of the registration and/or the City's recognition of any registration or license held by the Applicant or Registrant;
  - Notice thereof to other communities in Cuyahoga County.
3. Agreeing to provide a copy of the approved Registration Certificate to each customer.
4. Agreeing to maintain all information on the Registration Form on file with the City current within the proceeding thirty (30) days.
5. Contractor has in effect with premiums fully paid, Workers' Compensation coverage, if required by the State of Ohio. Coverage is provided for all employees.
6. Any contractor submitting application for permit must provide to the building department, names of all independent or sub contractors performing any work. Prime contractors are responsible for verification of valid Workers' Compensation coverage for all independent or sub contractors..
7. All contractors understand and agree that customers, or the building department, must be given a valid Workers' Compensation certificate upon request.
8. Acknowledging potential criminal penalties:
  - Any contractor knowingly or intentionally failing to register as required or violates registration requirements shall be guilty of a Misdemeanor of the Fourth Degree for the. First Offense and a Misdemeanor of the First Degree for any additional offense; Section 1321.99.
9. The Certificate of Registration may be revoked at any time by the Building Commissioner for violation of this Building Code or Ordinances or other laws or rules or regulations of the City, or other cause which the Commissioner finds constitutes a danger or safety risk to persons or property in the City; Section 1321.06(a).
10. No contractor deemed by the Building Commissioner or his assistant to be in violation of the requirements thereof shall be permitted to perform any work whatsoever within the City. Applicants may appeal any decision of the Building Commissioner to the Board of Zoning Appeals as provided in Chapter 1101, et. seq.

The undersigned hereby understands the information contained herein and agrees to comply with these requirements.

\_\_\_\_\_ *Signature of Applicant* \_\_\_\_\_ *Date*

Sworn and subscribed to me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

By \_\_\_\_\_  
*Notary Public, State of Ohio*

My Commission expires: \_\_\_\_\_

**Contractor's Bond,  
City of University Heights**

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

KNOW ALL MEN BY THESE PRESENTS,

THAT \_\_\_\_\_ as principal,  
doing business as \_\_\_\_\_ Company,

and \_\_\_\_\_ as surety are held  
and firmly bound unto the City of University Heights or to any of its officers, for the use of any person, persons,  
firm or corporation with whom such principal shall contract to construct, alter, repair, add to, subtract from,  
reconstruct or remodel any building, structure, or appurtenance thereto or any part thereof, in accordance with  
the provisions and the requirements of the Codified Ordinances of the City of University Heights, in the penal  
sum of Ten Thousand Dollars (\$10,000.00), lawful money of the United States, for the payment of which sum  
well and truly made, we bind ourselves, our heirs, our executors, administrators, successors and assigns, jointly  
and severally, firmly by these presents.

Sealed with our seals and dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

THE CONDITIONS OF THE ABOVE OBLIGATION ARE SUCH that, whereas the above bounden  
principal has made application to the Commissioner of Building for a Certificate of Registration as Contractor  
to engage in the business of constructing, altering, repairing, adding to, subtracting from, reconstructing, or  
remodeling any building, structure, or appurtenance thereto or any part thereof, as required by the Codified  
Ordinances of the City of University Heights, during the period beginning \_\_\_\_\_ and ending  
the last day of December, 20\_\_\_\_\_.

NOW, THEREFORE, if the said principal shall well and truly indemnify, keep and save harmless the  
City of University Heights, or any of its agents or officials for the use of any person, persons, firm, or  
corporation with whom such Contractor shall contact to do work, and shall indemnify and pay any such person,  
persons, firm, or corporation for damage sustained on account of the failure of such Contractor to perform the  
work so contracted for in accordance with the provisions of the Codified Ordinances of the City of University  
Heights, and any and all lawful rules and regulations promulgated under the authority thereof, and from or by  
any reason or on account of anything done under and by virtue of any permits issued under such registration for  
the doing of any work required to be done in the construction, alteration, repair, addition to, subtraction from,  
reconstruction or remodeling of any building, structure, or appurtenance thereto or any part thereof, then this  
obligation shall be null and void; otherwise, to remain in full force and effect.

Principal \_\_\_\_\_  
Signature

Address: \_\_\_\_\_  
\_\_\_\_\_

THE LEGAL FORM AND CORRECTNESS  
OF THE WITHIN INSTRUMENT IS  
HEREBY APPROVED

Surety: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Director of Law

By \_\_\_\_\_

\_\_\_\_\_  
Assistant