



CONTRACTOR REGISTRATION & LICENSING

City of Sandusky, Department of Community Development, Division of Building Inspection

222 Meigs Street, Sandusky, Ohio – (419) 627-5940 – building@ci.sandusky.oh.us

Please print or type. All sections must be completed.

Upon submission of this application with the required information, the Director of Engineering Services shall issue a registration certificate. The Director of Engineering Services may deny an application for registration if any of the items required have not been submitted. If the contractor has previously failed to comply with the applicable requirements of all building codes as adopted by City ordinances or as regulated by the state building code or the City’s construction specifications or if the contractor has at any time violated any provision of the Building Code Chapter 13 of the City of Sandusky’s Codified Ordinances you may be denied registration.

Completed applications may be mailed to the address below (please mark *Attention: Division of Building Inspection* on the envelope) or you may visit our office in the City Building during the hours of 7:00 a.m. – 4:00 p.m., Monday through Friday.

Please fill all areas of the form out completely, use blue or black ink and print or write legibly.

Legal Name of Company			
D.B.A. (if applicable)			
Contact Name <i>(OCILB license holder – if applicable)</i>			
Company Address			
City, State Zip			
Phone		Fax	
Mobile Phone (for inspector’s use)		Contact Name	
Email			
Social Security or Fed. Tax ID #			

Indicate which trades this registration covers:

BUILDING TRADES: Registration fee - \$100 per trade (maximum of \$200)

***During the last quarter of the year, if you register for the coming year there is a discount for the remainder of the year. Call 419-627-5940 for more information. ***

- General Contractor
- Fire Safety Systems Contractor
- Other Contractor (for example: Sign Contractor, Fence Contractor, Home Improvement Contractor, Roofing Contractor) If you do not want to use the designation “General Contractor” please list it here: _____

The following trades require a valid license issued by the **OCILB** (Ohio Construction Industry Licensing Board) which must be submitted with your registration:

- Electrical Contractor
- HVAC Contractor
- Hydronics Contractor
- Plumbing Contractor
- Refrigeration Contractor

ENGINEERING TRADES: Registration fee - \$25 per trade

- Excavation and/or Sewer Builder
- Sidewalk/Concrete Contractor
- Tree Service Contractor
- House Moving Contractor

Method of Payment: Cash Credit Card Check – List check # _____ Make checks payable to: **City of Sandusky, Ohio**

- **ELECTRICAL & PLUMBING CONTRACTORS:** The City of Sandusky registers Electrical and Plumbing Apprentices and Electrical and Plumbing Journeymen are required to be licensed when working in the City of Sandusky. Apprentice registrations are for persons with no experience to a maximum of 5 years experience. The level of registration is based upon verifiable experience (1, 2, 3, 4 or 5 years.) Apprentices must submit an examination application, participate and pass the journeyman’s exam by the end of the fifth year to continue working within the City of Sandusky.

Registered apprentices must be accompanied by a City of Sandusky registered journeyman or contractor at all times on the job site.



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The following information must be provided in order to process your registration:

- Verification of registration with the City of Sandusky Income Tax Department. Contact the Income Tax office at **419-627-5834**.

- Insurance information must accompany your registration. If your insurance company is sending your information separately, please check here:

- **BUILDING CONTRACTORS**: Contractor's certificate of liability insurance demonstrating a minimum combined bodily and property damage coverage in the amount of \$300,000. Liability insurance coverage shall be maintained in full force and effect and a copy of any policy changes including renewal forwarded to the Building Division throughout the term of the registration.

- **ENGINEERING CONTRACTORS**: Contractors shall provide evidence of public liability insurance in an amount not less than two hundred fifty thousand dollars (\$250,000) for injuries, including accidental death to any person, and subject to the same limit for each person, in an amount not less than five hundred thousand dollars (\$500,000) on account of one accident, and property damage insurance in an amount of not less than one hundred thousand dollars (\$100,000) or combined single limits coverage of not less than three hundred thousand dollars (\$300,000) with the City of Sandusky named as co-insured.

Excavating, Sewer Builders, Sidewalk/Concrete Contractors, Tree Service Contractors and House Moving Contractors shall provide a surety bond in the amount of six thousand dollars (\$6000) issued by a surety company authorized to do business in this State conditioned that the person, firm or corporation shall guarantee proper execution and completion in accordance with the applicable City specifications and/or regulations of the work authorized by any permit issued under the license or licenses and shall completely restore to its original condition and to the full satisfaction of the City Manager any street, alley, public grounds, pavement, sidewalk, sewer or any other structure or service which may have been opened or disturbed by the person, firm or corporations and shall in all things strictly comply with the conditions and provisions of the City of Sandusky Ordinances and with the provisions of any permit issued pursuant thereto.

- Verification of compliance with the Bureau of Worker's Compensation is required for registration. *If you are exempt from carrying coverage, please submit a notarized affidavit stating you currently have no employees and if you hire employees you will notify the Bureau of Worker's Compensation and report the same to the City of Sandusky.* (Forms are available in the Building Division office.)

- *From the BWC Website: Employers with one or more employees are required to carry worker's compensation coverage for their employees. Independent contractors and subcontractors also must obtain coverage for their employees. Coverage is elective for sole proprietors and partners.*

Please sign below certifying that all the information provided is true, accurate and complete to the best of your knowledge. Your signature certifies that you are the owner or have been authorized by the owner of the company to sign as agent and agree to all applicable laws of this jurisdiction.

Signature:		Date	
Printed Name:		Title	

Mail or bring to:

Department of Community Development
 Division of Building Inspection
 222 Meigs Street
 Sandusky, Ohio 44870
 Telephone 419-627-5940
 E-Mail: building@ci.sandusky.oh.us

The City of Sandusky requires all contractors to register with the Department of Community Development's Division of Building Inspection. Contractor registrations are valid for the calendar year in which it is issued and shall be renewed annually thereafter.

Renewal notices are sent each fall as a courtesy – it is the registered contractor's responsibility to renew at the end of each year.