CONTRACTOR REGISTRATION

- Contractors must register annually using the appropriate form provided by the Village of Moreland Hills Building Department. **Note: All contractors doing work within the Village are required to register with the Village no matter if they are performing Residential or Commercial work.**

- The following contractors are registered annually (January – December) at a fee of $100:
  - **Electrical** – requires copy of State of Ohio Electrical License
  - **Gas Piping** – requires copy of State of Ohio Plumbing or HVAC License
    - **Note:** a registered HVAC or Plumbing contractor can install Gas Piping and obtain any required permits for Gas Piping.
  - ** HVAC** – requires copy of State of Ohio HVAC License
  - **Hydronics** – requires copy of Ohio Hydronics License
    - **Note:** for residential work only a registered HVAC or Plumbing contractor can obtain any required permits for Hydronics.
  - **Fire Safety** – Includes; Fire Alarm, Fire Suppression & Fire Sprinkler. – requires copy of State Fire Marshal company annual certificate.
  - **General** – All other contractors not listed above. (Example - General Contractors, Roofers, Excavators, Septic, Concrete and Paving, Tree Trimming/Removal, Painting, Siding & Windows, Etc.)
  - **PLUMBING** – requires copy of Ohio Plumbing License
  - **REFRIGERATION** – requires copy of Ohio Refrigeration License

- **Registration Requirements:** Registrations are valid January 1st – December 31st of each year. The following items must be received at one time in order to process registration request.
  - Registration Application Form.
  - R.I.T.A. TAX Form.
  - $20,000 Bond – Standard Form from Your Insurance Co.
    - **Note:** If applying for multiple registrations the total amount can be on one bond. (two registrations; two $20,000 bonds or one $40,000 bond)
  - Certificate of Liability Insurance: (List Village of Moreland Hills as additional Insured)
    - $100,000 - $300,000 Liability Insurance.
    - $50,000 Property Damage Insurance.
  - $100 Registration Fee.
  - **Note:** If done VIA mail, Please enclose a self-addressed stamped envelope.
APPLICATION FOR REGISTRATION OF CONTRACTORS MUST BE RENEWED JANUARY 1ST OF EACH YEAR

I, _________________________________ HEREBY MAKE APPLICATION FOR REGISTRATION AS A _________________________________.

COMPANY NAME __________________________________________________________

ADDRESS ___________________ CITY ________________ STATE ___ ZIP _________

TELEPHONE_________________________ FAX____________________________________

EMAIL ______________________________________________________________________

BONDING AGENT ______________________________AMOUNT OF BOND______________

ADDRESS _______________________________ ZIP CODE __________________________

PHONE _________________________

INSURANCE COMPANY ________________________________AMOUNT ________________

ADDRESS _______________________________ ZIP CODE __________________________

TELEPHONE _________________________

ARE YOU REGISTERED OR LICENSED IN ANY OTHER CITY _________________________

IF YES, WHERE __________________________________________________________________

FEDERAL ID# _________________________

PRESENT JOB SITE IN MORELAND HILLS

____________________________________

____________________________________

$100.00 FEE SIGNATURE OF APPLICANT _________________________________________