

**VILLAGE OF SOUTH RUSSELL
DEPARTMENT OF BUILDING AND ZONING
5205 CHILLICOTHE ROAD
SOUTH RUSSELL, OH 44022
(440) 338-6700 FAX 338-1606**

Registration Requirements: It is the requirement of this State Certified Building Department that all contractors or sub trades through the structural stages of building be licensed or registered to do work for the year in which this takes place, prior to commencement of any work.

Complete and return the enclosed application with the following requirements:

- 1) Name of company, address, etc.
- 2) Name of principal (officer) of the company.
- 3) Federal identification and/or social security number used to file your taxes.
- 4) Show the number of years in business, experience, etc.
- 5) List other valid registrations.
- 6) List names, addresses, telephones for three customers you have performed similar work for.
- 7) List your insurance agent's name & address & the insurance company & coverage you have.
- 8) Signature by a principal (officer) and notarized.
- 9) **Attach:** An original certification of insurance to So. Russell from your agent. We are to be named as additionally insured. We accept an interim faxed copy if it is faxed direct to our office from your agent. Please have your agent follow up with a hard copy by mail. We do not accept copies of certifications or policies faxed from the contractor. Insurance required in the amount of 300/500,000 bodily injury, premises and product liability, plus 100,000 completed operations, or 500,000 combined single limit, whichever is more economical; or an umbrella covering same. Include the policy number, and the effective and expiration dates of policy. **BINDER'S ARE NOT ACCEPTABLE.** Form should include name, address, and telephone number of agent, and the company through which it is in force. Post office box numbers are not acceptable. Notification to South Russell is to be made within ten days of cancellation or non-payment by the agent.
- 10) **Attach:** A current valid registration from another municipality. State license copies are also required where applicable.
- 11) **Attach:** A copy of your State Workman's Compensation certificate.
- 12) Include the required fee of \$100.00 for each registration type.
- 13) Complete and attach the "Business Withholding Registration" form from Central Collection Agency, the Village's Taxing Agent.
- 14) **Attach bond form** completed by your insurance company.