



## Village of South Russell

BUILDING AND ZONING DEPARTMENT

5205 Chillicothe Road  
South Russell, Ohio 44022  
440-338-1312  
building@southerussell.com

### CONTRACTOR REGISTRATION REQUIREMENTS

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

Please use this checklist to ensure all required paperwork is submitted at the same time.

- Completed and Notarized\* Application for Contractor Registration (attached)
- A Completed Withholding and Business Registration Form (attached)
- A Valid Certificate of Liability Insurance Naming South Russell as Certificate Holder and Additional Insured
- A Valid Copy of your Current State License(s)
- A Valid Copy of your Workers Compensation Certificate
- An Original Bond, Completed by your Insurance Company and Signed by the Principal of the Company (bond form attached)
- A \$100 Fee for Each Registration Type

\*A Notary is available in the office; please call ahead if you need this service

Please note we only accept checks (preferred) or cash as payment.

If you have any questions, please call the office at 440-338-1312. Hours of Operation are Monday-Thursday: 8am-3pm and Friday: 8am-Noon.



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### For Office Use Only

Bond: \_\_\_\_\_  
COI: \_\_\_\_\_  
WC: \_\_\_\_\_  
SL: \_\_\_\_\_  
Receipt: \_\_\_\_\_

## CONTRACTOR REGISTRATION APPLICATION PLEASE PRINT CLEARLY OR TYPE INFORMATION

Company Name \_\_\_\_\_

Principal's Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ email address \_\_\_\_\_

### TYPE OF CONTRACTOR (check one)

General \_\_\_ HVAC \_\_\_ Electrician \_\_\_ Structural Steel \_\_\_ Rough Carpenter \_\_\_

Excavator/Trencher \_\_\_ Mason/Brick Layer \_\_\_ Cement Finisher \_\_\_ Septic \_\_\_

Plumber \_\_\_ Roofer \_\_\_ Sign Installer \_\_\_ Other \_\_\_\_\_

### LIST TWO OTHER COMMUNITIES WHERE YOU HOLD A VALID CONTRACTOR REGISTRATION OR LICENSES:

1. \_\_\_\_\_ 2. \_\_\_\_\_

Contractor has in effect, with premiums fully paid, Workers Compensation coverage, unless exempted by the State of Ohio. Coverage is provided for all employees either through Ohio Workers' Compensation insurance or other applicable insurance if exempt from Ohio Workers' Compensation insurance.

Contractor hereby agrees to follow all ordinances and zoning regulations in the Village of South Russell and understands that failure to do so may result in revocation of contractor license.

\_\_\_\_\_  
AUTHORIZED SIGNATURE (Must be Notarized)

\_\_\_\_\_  
DATE

STATE OF OHIO, COUNTY OF \_\_\_\_\_ ss:

\_\_\_\_\_ affirms that the statements made in the foregoing affidavit are true, under penalty of perjury. Subscribed and affirmed to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

## WITHHOLDING AND BUSINESS REGISTRATION

FEDERAL IDENTIFICATION NO. \_\_\_\_\_

NAME OR CORPORATE NAME \_\_\_\_\_

BUSINESS OR TRADE NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY, STATE AND ZIP CODE \_\_\_\_\_

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CHECK ONE - SOLE PROPRIETORSHIP \_\_\_\_\_

PARTNERSHIP \_\_\_\_\_

CORPORATION \_\_\_\_\_

NON - PROFIT CORP. \_\_\_\_\_

ESTATE OR TRUST \_\_\_\_\_

GOVERNMENTAL \_\_\_\_\_

UNION \_\_\_\_\_

WILL YOU BE WITHHOLDING MORE THAN

\$100.00 PER MONTH IN CITY TAXES? \_\_\_\_\_ YES \_\_\_\_\_ NO

NUMBER OF EMPLOYEES \_\_\_\_\_

TYPE OF BUSINESS (MFG. COMMERCIAL, ETC.) \_\_\_\_\_

DATE BUSINESS STARTED \_\_\_\_\_

FISCAL PERIOD ENDING MONTH. \_\_\_\_\_

NAME OF PERSON RESPONSIBLE FOR FILING FORMS \_\_\_\_\_

\_\_\_\_\_ TITLE \_\_\_\_\_

TELEPHONE NUMBER (        ) \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**CONTRACTOR'S BOND  
VILLAGE OF SOUTH RUSSELL**

KNOW ALL MEN BY THESE PRESENTS, THAT \_\_\_\_\_

\_\_\_\_\_ AS PRINCIPAL AND \_\_\_\_\_

as surety are held and firmly bound unto the Village of South Russell, or to any of its officers, for the use of any person, persons, firms, or corporation with whom such principal shall contract, alter, repair, add to, subtract from, reconstruct or remodel any building, structure or appurtenance thereto or any part thereof, in accordance with the provision and the requirements of the Building, Plumbing, Electrical, Heating, Ventilation, or other Codes of the Village of South Russell, 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 is to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

SIGNED and sealed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

THE CONDITIONS OF THE ABOVE OBLIGATION ARE SUCH, that whereas the above bounden \_\_\_\_\_ has made application to the Building Department for a Certificate of Registration or License as a contractor to engage in the business of:

- |   |  |                                |
|---|--|--------------------------------|
| <input type="checkbox"/> General Contracting    | <input type="checkbox"/> Paving/Cement | <input type="checkbox"/> HVAC  |
| <input type="checkbox"/> Siding/Roofing/Windows | <input type="checkbox"/> Fence         | <input type="checkbox"/> Sewer |
| <input type="checkbox"/> Electrical             | <input type="checkbox"/> Plumbing      | <input type="checkbox"/> Signs |
| <input type="checkbox"/> Fire Protection        | <input type="checkbox"/> Excavating    |                                |

within the Village of South Russell during the year beginning \_\_\_\_\_ and ending as of December 31, 20\_\_\_\_.

NOW THEREFORE, if the said \_\_\_\_\_ shall well and truly indemnify, keep and save harmless the Village of South Russell or any of its agents or officials for the use of any person, firm, or corporation with whom such contractor 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 contract or to perform the work so contracted for in accordance with the provision of the applicable Codes of the Village of South Russell and any and all lawful rules and regulations promulgated under the authority thereof, and from or by reason or of on account of anything done under and by virtue of any permits issued under such registration or 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 REQUIRED FOR VALIDATION  
ADDRESS: \_\_\_\_\_  
SOCIAL SECURITY NO. \_\_\_\_\_  
FEDERAL I.D. NO. \_\_\_\_\_

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**SURETY**

(If this Bond is executed by an agent for a Principal or a Surety, such Agent must affix a copy of his Power of Attorney or other evidence of authority to execute the Bond. If the Surety is a non-resident corporation of the State of Ohio, its authority to do business in Ohio must, likewise, be attached hereto.)