



# CONTRACTOR REGISTRATION

## Application / Certificate

Registrations expire 12/31 of current year

132 North Elmwood Avenue

Medina, OH 44256

Phone: 330-722-9030

[www.meditaoh.org](http://www.meditaoh.org)

[permits@medinaoh.org](mailto:permits@medinaoh.org)

<b>INSTRUCTIONS</b>	<p><b>Include with Application:</b></p> <ol style="list-style-type: none"> <li>Copy of your Certificate of Liability Insurance in the amount of \$300,000.00, listing the <b>City of Medina as the Certificate Holder</b></li> <li>Copy of current state license for each O.C.I.L.B. (<i>H.B. 487</i>) R.C. 4740.12(A); MCO 1309.01(d)</li> <li>Registration or Renewal Fee for each registration:            Registration Fee: <b>\$100.00</b>    Renewal Fee: <b>\$75.00</b> (if before Jan. 15)    <b>\$100.00</b> (if after Jan. 15)  <b>Contractors must register separately for each Ohio Construction Industry Licensing Board category, with registration fee required for each registration.</b></li> </ol>
<b>BUSINESS INFORMATION</b>	<p><b>Business Name:</b> _____</p> <p>Address: _____ City: _____ State: _____ Zip: _____</p> <p>Phone: _____ Admin. Email: _____</p> <p>Business Website: _____</p> <p><b>Business Owner:</b> _____</p> <p>Address: _____ City: _____ State: _____ Zip: _____</p> <p>Phone: _____ Email: _____</p> <p><b>Current Job in Medina (if applicable):</b> _____</p>
<b>LICENSE INFO</b>	<p><b>Federal ID #:</b> _____ <b>Insurance Expiration Date:</b> _____</p> <p><b>State License #:</b> _____ <b>Expiration Date:</b> _____</p> <p><b>Type of Contractor:</b> _____  <small>(Examples: CARPENTER • DEMOLITION • ELECTRICIAN • EXCAVATION • FENCE • FIRE ALARM • GENERAL • HOOD SUPPRESSION • HVAC • HYDRONICS • INSULATION • LANDSCAPER • MASON • PAINTER • PLUMBER • REFRIGERATION • ROOFER • SIGN • SPRINKLER • WATERPROOFER • etc.)</small></p>
<b>SIGNATURE &amp; SUBMITTAL</b>	<p><i>The undersigned hereby agrees to comply with all the laws of the State of Ohio; the ordinances of the City of Medina; the professional, ethical, and regulatory requirements as described on the reverse of this application. Furthermore, that the statements inscribed on this application are true and accurate, and any changes affecting the information contained herein will be made known to the City of Medina.</i></p> <p>Application By: _____ Date: _____  <small>Signature of owner, contractor, or authorized agent</small></p> <p>Print name of Applicant: _____</p>
<b>OFFICIAL USE ONLY</b>	<p><b>Registration Number:</b> _____</p> <p>Receipt #: _____ Fee: \$ _____</p> <p>Payment Method: Cash <input type="checkbox"/>    Check # _____    Credit Card <input type="checkbox"/></p> <p>Date Issued: _____</p>

## \* Medina Codified Ordinance Chapter 1309 - Registration of Contractors and Certificates of Qualification.

- (a) **General Provisions.** The Board of Building Code Appeals shall adopt rules and regulations for:
- (1) The registration of all building contractors and all contractors of refrigeration, heating, piping, air conditioning, storm windows, siding and roofing.
  - (2) The registration of all electrical, plumbing, and HVAC contractors.
  - (3) Certificates of qualification for all welders and welding inspectors of structural steel field construction, concrete inspectors and steel inspectors on field construction. (Ord. 4-78. Passed 1-9-78.)
  - (4) The registration, or certification of qualification, of any other person or persons performing work or performing services under this Building Code, such as: painters, siding installers, tanners, roofers, installers of awnings, storm windows, plasterers, dry wallers, excavators, graders, landscapers, etc. (Ord. 8-85. Passed 1-28-85.)
- (b) **Home Owner's Exception.** No provision of this Code or any regulation adopted by authority of this Code shall be interpreted to require that the owner of a single or one-family dwelling shall be registered or hold a certificate of qualification personally to perform work upon his premises. All such work shall be done in conformity with the provisions of this Code and its rules or regulations. No work shall be done unless all permits, inspections and approval required by this Code are secured.
- (c) **Public Utility Organization's Exception.** No provision of this Code shall be interpreted to require registration, or certificates of qualification for officials or employees of public utility organizations to engage in the installation, alteration, repair, maintenance or utilization of any device, appliance, installation or appurtenance forming part of the equipment for generation, transmission or distribution of any commodity of service which the public utility organization is authorized by law to furnish or provide. (Ord. 4-78. Passed 1-9-78.)
- (d) **Application and Examinations.** Electrical, plumbing, and HVAC contractors must hold a current State of Ohio Construction Industry Licensing Board Certification as an electrical contractor and submit a copy of the same to the City when making application for registration. All applications for certificates of registration and certificates of qualification shall be in the form prescribed by the Board of Building Code Appeals. (Ord. 214- 00. Passed 12-11-00.)
- (e) **Rules for Registration, General and Primary Subcontractors.** The Board of Building Code Appeals, by authority granted it under Section 1307.01(d)(6) has adopted the following rules for registration and certificates of qualification for general, primary and subcontractors doing work within the City limits.
- (1) **Compliance with section.** No person, firm or corporation shall engage in the business or act in the capacity of a contractor, as herein defined, except pursuant to a certificate of qualification, issued in conformity with the provisions of this section by the Chief Building Official. (Ord. 8-85. Passed 1-25-85.)
  - (2) **Definition. "Contractor"**, for the purpose of this Code, means any individual, firm, co-partnership, corporation, association or other organization, or combination thereof, who, by himself and/or employee, constructs, alters, repairs, adds to, subtracts from, reconstructs or remodels any building, structure or appurtenance thereto or performs work by grading, excavating, landscaping or landscaping maintenance. (Ord. 8-85. Passed 1-25-85.)
  - (3) **Revocation and suspension.** A certificate of qualification may be revoked or suspended by the Chief Building Official for a prescribed period, up to permanently, whenever the Chief Building Official has determined that the holder thereof:
    - A. Has not performed the duties required of him by this Code, by the rules or regulations of the Chief Building Official or by the Board of Building Code Appeals;
    - B. Has been lax, incompetent, negligent, or derelict in the prescribed performance, or in the performance of work, or furnishing of services authorized by the certificate; or
    - C. Has violated or participated in the violation of any provision of this Code. However, on request of the certificate holder, a public hearing shall be held by the Chief Building Official before the certificate is revoked and the appeal may be taken as provided in subsections (h) through (m), inclusive of Section 1307.01. The holder of a suspended certificate shall not do any work authorized by the certificate, except work necessary to correct a violation of this Code, specified in the notice of suspension, until notice of reinstatement has been given by the Chief Building Official, or the period of suspension has expired.

(f) **Registration Fees; Renewal; Reinstatement.**

Registration fee:	\$ 100.00
Renewal fee (*by January 15th):	75.00
Reinstatement:	100.00

Any person, firm, corporation or agent thereof who fails to register or fails to renew a registration prior to the performance of work shall be required to pay the registration fee of one hundred dollars (\$100.00) and as penalty therefor shall pay an additional sum double the amount required for registration fee. (Ord. 196-01. Passed 11-21-01.)

- (g) All contractors shall provide at the time of registration, proof of liability insurance with limits of not less than three hundred thousand dollars (\$300,000). The City shall be named as a certificate holder. No registration shall be issued without proof of insurance.
- (h) If at any time the City is notified of a lapse in insurance coverage, the holder's certificate of registration shall be immediately canceled. (Ord. 72-86. Passed 8-25-86.)

### 1309.99 Penalty

Whoever violates provisions of this chapter shall be fined not more than five hundred dollars (\$500.00) for the first day or partial day's violation and shall be fined not more than fifty dollars (\$50.00) per day or per partial day's violation thereafter. (Ord. 121-01. Passed 6-25-01.)