



SHAKER HEIGHTS

CONTRACTOR APPLICATION FOR 2010 CERTIFICATE OF REGISTRATION

Name of Applicant: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address (No P.O. Box) \_\_\_\_\_

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

Tel. No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Federal Identification No. (or Social Security No.): \_\_\_\_\_

Individual In Charge of Company (if other than applicant): \_\_\_\_\_

Home Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Check the trade(s) for which registration is being made: Electrical: ( ) General Contractor: ( )

Heating/Air Conditioning: ( ) Plumbing Work: ( ) Roofer: ( ) Sewer Builder: ( ) Other: \_\_\_\_\_

- The registration fee is \$100 for general contractors and subcontractors per each trade. All registrations issued during the calendar year expire December 31, 2010.
If your company has outstanding permits requiring an inspection you will not be able to register for the year 2010 until all open permits are closed.
For prompt registration please attach evidence of liability insurance, naming The City of Shaker Hts., Ohio, as an additional insured and certificate holder.
A \$5000 Bond on The City of Shaker Hts., bond form is required for "only" plumbing contractors, excavation contractors and sewer builders.
Bodily injury liability insurance should be not less than \$100,000/\$300,000, and property damage liability insurance should be not less than \$50,000.
Electrical, plumbing, sewer, heating/air conditioning contractors are required to have a State License from the State Board of Building Standards.
Any registered contractor that retains the services of sub-contractors must list the names and addresses of all subs on the reverse side of this form.
The City of Shaker Heights enforces the Residential Code of Ohio.
Work performed without a permit is in violation of city ordinance.
Inspections are mandatory. It is the contractors' responsibility to schedule the required inspections.
A minimum 48 hrs. advanced notice is required to schedule an inspection.

I hereby swear that all of the information is provided herein is true to the best of my knowledge, and that I am at least eighteen years of age, able to interpret construction drawings and specifications and able to comply with the requirements of Ordinance #91-54 of the City of Shaker Heights, Ohio. Providing false information on this application or failure to comply with an order from the Director of Building may result in the revocation of your contractor registration and or prosecution for filing false information.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# SHAKER HEIGHTS

*ALL SUB-CONTRACTORS MUST BE LISTED*

**SUBCONTRACTORS; NAMES/HOME ADDRESS/TELEPHONE #**

NAME:

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HOME ADDRESS:

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(street) (city) (state) (zip)

TELEPHONE NUMBER:

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**SUBCONTRACTORS; NAMES/HOME ADDRESS/TELEPHONE #**

NAME:

---

HOME ADDRESS:

---

(street) (city) (state) (zip)

TELEPHONE NUMBER:

---

**SUBCONTRACTORS; NAMES/HOME ADDRESS/TELEPHONE #**

NAME:

---

HOME ADDRESS:

---

(street) (city) (state) (zip)

TELEPHONE NUMBER:

---

**SUBCONTRACTORS; NAMES/HOME ADDRESS/TELEPHONE #**

NAME:

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HOME ADDRESS:

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(street) (city) (state) (zip)

TELEPHONE NUMBER:

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## CHAPTER 599

CITY OF SHAKER HEIGHTS | BUILDING DEPARTMENT

3400 LEE ROAD | SHAKER HEIGHTS, OH 44120 | TEL 216.491.1460 | FAX 216.491.1466 |  
OHIO RELAY SERVICE 800.750.0750 | WEB [shakeronline.com](http://shakeronline.com) | EMAIL [building@shakeronline.com](mailto:building@shakeronline.com)



## SHAKER HEIGHTS

### 599.91 Penalty.

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#### 547.01 DEFINITIONS.

For the purpose of this chapter, words and phrases shall have the following meanings:

- (a) "Contractor" means any person or entity who contracts with a purchasing person or entity who purchases the services of the contractor to perform any work which requires a permit. The person or entity purchasing may be the owner, occupant or resident agent of the premises or another contractor. The term "contractor" excludes a person who is an employee of the purchasing person or entity. The term "contractor" excludes interior painters and other persons (such as handymen) who do no work which requires a permit. The phrase "work which requires a permit" includes, but is not limited to, the following: building, plumbing, electrical, heating, ventilating, air conditioning, sheet metal, piping, sewer, signs, refrigeration, cement, asphalt, masonry, excavating, carpentry, drywall, roofing, structural steel, siding application, glazing, tree maintenance, tree removal, paint removal, window installation or sprinkler installation. In addition, "contractor" includes exterior painters and landscapers, regardless of whether or not their work requires a permit.
- (b) "General contractor" means a contractor who contracts with the owner, occupant or resident agent of the premises.
- (c) "Subcontractor" means a contractor who contracts with a general contractor or other subcontractor, but who does not contract directly with the owner, occupant or resident agent.  
(Ord. 91-84. Enacted 8-26-91.)

#### 547.02 REGISTRATION.

No contractor shall perform any work within the City without a current Certificate of Contractor Registration from the Director of Building.  
(Ord. 91-84. Enacted 8-26-91.)

#### 547.03 REQUIREMENTS FOR CERTIFICATION.

- (a) An application for a Certificate of Contractor Registration shall be filed each year with the Director of Building. An application may be filed no sooner than December 1 of the year preceding the time of registration.
- (b) The application shall include the following:
  - (1) An application form requiring:
    - A. The name, address, business and home telephone numbers, and social security number or federal employer identification number of the applicant;
    - B. The name, address and social security number of each employee and subcontractor of the applicant who are currently working on any site in the City;
    - C. The name, address and social security number of each employee and subcontractor of the applicant who worked on any site in the City during the calendar year preceding the year of registration, provided that, in the case of an applicant which files its application prior to January 31 of the year of registration, the Director of Building may issue a Certificate of Registration on condition that the applicant submits this information no later than January 31 and if the information is not so submitted, the Director may suspend the conditional Certificate of Registration until such time as the information is submitted, upon giving written notice to the contractor as provided in Section 547.04(b);
    - D. A list of current licenses held by the applicant from governmental entities within Cuyahoga County or contiguous counties, with certified copies of the licenses attached (for electrical, plumbing and sewer contractors, the Director of Building shall require that the applicant has a license from a governmental agency in Cuyahoga County or contiguous counties which has given a competent qualifying examination);



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- E. A list of the names, addresses and telephone numbers of municipalities within Cuyahoga County or contiguous counties where the applicant has done work.
- (2) A certificate of insurance naming the City and its agents as additional insured parties in the minimum amounts of one hundred thousand dollars (\$100,000) per person and three hundred thousand dollars (\$300,000) per occurrence for bodily injury and fifty thousand dollars (\$50,000) per occurrence for property damage.  
(Ord. 97-183. Passed 11-24-97.)

### **547.04 FEES, EXPIRATIONS AND REVOCATION.**

- (a) The Director of Building or his designee shall issue the Certificate of Contractor Registration upon submission of a complete application and the deposit of the following fee:

	<u>Fee</u>
General contractor, each subtrade in direct employment of the general contractor, subcontractor, landscaper, tree maintenance service, or tree removal service	\$100.00

The Director of Building shall waive the fee for a contractor who does work only for the City. (Ord. 95-14. Enacted 2-27-95.)

- (b) If the Director of Building or his designee finds that the contractor has failed to submit a complete application, has submitted an application containing false information, or has been notified of a violation of a section of the Building Code, Zoning Code or Housing Code, notice in writing shall be delivered by hand, certified mail or ordinary mail to the contractor or his agent. The notice shall state the grounds upon which the findings in the previous sentence are based. The notice shall specify a reasonable period of time within which to remedy the findings. If the contractor fails to remedy the findings, the Director of Building shall proceed with a stop order and revocation of the Certificate of Contractor Registration pursuant to the procedures set forth in Chapter 1313 of the Codified Ordinances and subject to the appeal procedure set forth in Chapter 1311 of the Codified Ordinances.
- (c) The Certificate of Contractor Registration shall expire on the 31st day of December of each year.  
(Ord. 91-84. Enacted 8-26-91.)

### **547.05 EXCEPTIONS.**

- (a) This chapter shall not apply to a homeowner who assumes the responsibility as his/her own general contractor, provided:
- (1) Each subcontractor of the homeowner shall be registered in accordance with the above sections;
  - (2) The homeowner shall submit an affidavit to the Director of Building outlining which subcontractor shall be performing each phase of the construction;
  - (3) All work shall comply with the applicable Building Code, ordinances, rules, and regulations, and shall be inspected prior to being concealed or completed.  
(Ord. 91-84. Enacted 8-26-91.)

### **547.06 APPEAL.**

The appeal provision of Building Code Chapter 1311 shall apply.  
(Ord. 91-84. Enacted 8-26-91.)

### **599.91 PENALTY.**

The owners, tenants or persons in charge of any building or premises where anything in violation of this Business Regulation Code is placed or exists, and any person who violates or causes or knowingly permits any violation of this Code in buildings or on premises under his charge or control, and any person who violates any provision of this Code or fails to comply therewith shall, for each violation or noncompliance be deemed guilty of a misdemeanor of the first degree unless otherwise specifically indicated, and penalized as set forth in Section 101.99 of the Administrative Code of the Codified Ordinances. Each day of such violation or failure to comply shall constitute a separate offense.