

# Building Division

Engineering, Planning and Building Department

540 Laird avenue S.E.

Warren, Ohio 44484

Office: (330)841-2916 Fax: (330)841-2614

## CONTRACTOR REGISTRATION (Shall be typed or neatly printed)

Applications **are not** processed on a walk-in basis, and can be mailed in. Please allow up to 30 days for processing.

### Contractor Registration **Renewal** Form

Contractor's Name \_\_\_\_\_  
(owner or officer) (First) (MI) (Last)

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_, mobile \_\_\_\_\_ and Email \_\_\_\_\_

#### Important Notice

All contractors who will be or are currently working in our jurisdiction need to have a City of Warren Tax Identification Number. Telephone the City Income Tax Office (330-841-2551) if you do not have or do not know your Identification Number, and they will issue a number.

City of Warren Tax Identification No. \_\_\_\_\_

Federal Tax I.D. No. \_\_\_\_\_ AND Social Security No. \_\_\_\_\_

Registering as: Business Name, \_\_\_\_\_

Business Phone \_\_\_\_\_ Fax \_\_\_\_\_

Business Address \_\_\_\_\_

(Be specific including suite number if applicable) (city) (state) (zip)

also, please read carefully:

As stated in the City's Codified Ordinance section 1305.06(a) provides for the suspension or revocation of a Contractor's Registration:

(a) Any Contractor's Registration may be denied, suspended or revoked by the building Official if the holder of the Registration willfully, or by reason of reckless disregard, violates any statute of the State, or an Ordinance, rule or regulation of the City, or the Building Code, relating to the erection, construction, repair, improvement, replacement, removal, alteration or remodeling of any building within the City, done for hire for another. Further, any registration may be denied, suspended or revoked upon conviction of the holder of any criminal charge relating to trustworthiness or breach of fiduciary duty.

Have you ever been convicted of a criminal charge relating to trustworthiness or breach of fiduciary duty?

\_\_\_\_\_ or \_\_\_\_\_  
YES NO

also,

#### **You must submit the following documents for Contractor Registration file:**

- 1) Surety Bond in the amount of \$10,000.00 (*one year period*); *We will only accept original Bond*;
- 2) Ohio Worker's Compensation Certification; *if other than sole proprietorship*;
- 3) Proof of Liability Insurance Coverage, *minimum amount of \$300,000.00*;
- 4) Proof of State or Federal License per House Bill 402 for Mechanical & Electrical Contractors, *only*.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.** It is important that all of the documents to be submitted for your file do not have conflicting names, only one (1) specific name. A fee of \$50.00 shall be charged in addition to the fees for Contractor Registration for all improperly submitted or incomplete documents.. Also, it shall be the Contractor's responsibility to renew and maintain the Contractor Registration annually, the expiration date being the date the Bond ends. For more information about the requirements to register with the City of Warren, Ohio, see *Section 1305 of the Codified City Ordinances at [www.warren.org](http://www.warren.org)*.

**Renewal Fee:**

**\$100.00**

General Contractor, Sub Contractor, Home Improvement,  
Fire Protection, Mechanical (HVAC & Plumbing), & Electrical

**Renewal Fee:**

**\$ 25.00**

Street-Right of Way Contractor (Contractor working specifically in the City Right-of-Way).

- Registration fees are non-refundable, money order or checks only (Also the initial fee will be paid if more than six (6) months lapses from the expiration date and the entire application for new Contractor Registration form will need to be submitted.)

Amount enclosed \$ \_\_\_\_\_ Make checks payable to the **City of Warren, and**  
can be mailed to 540 Laird Avenue S.E., Warren, Ohio 44484.

**Authorized Signature**

\_\_\_\_\_

**Owner or Officer**

**Date:** \_\_\_\_\_

**CONTRACTORS' BOND**  
**(Section 1305.02 of the Codified Ordinances of the City of Warren)**

KNOW ALL MEN BY THESE PRESENT, That I (we), the undersigned \_\_\_\_\_, as Principal, and \_\_\_\_\_, as Surety(ies), are hereby held and firmly bound unto the City of Warren, Ohio, a municipal corporation, as obligee, in the penal sum of Ten Thousand Dollars and 00/100 (\$10,000.00), in lawful money, for which payment, well and truly to be made, we hereby bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally.

THE CONDITIONS OF THE ABOVE OBLIGATION ARE SUCH that, WHEREAS, the above named Principal has made application to the City of Warren, Ohio, for registration pursuant to Chapter 1305 of the Codified Ordinances of said City, for a term of one year beginning \_\_\_\_\_ and ending \_\_\_\_\_.

(Ending Date) \_\_\_\_\_ (Beginning Date)

NOW, THEREFORE, if the said Principal, for and during the aforescribed term, shall faithfully do and perform all work and services within the purview of Chapter 1305 of the Codified Ordinances of the City of Warren entered into or contracted for by Principal, well and faithfully indemnify and save harmless the City of Warren from and against any and all losses and damages that may be occasioned by reason of any negligence on the part of the Principal or Principal's agents or employees (including subcontractors) while engaged in such work and services, faithfully observe and strictly comply with all ordinances, rules and regulations of the City of Warren relative to any such work or services, then this obligation shall be null and void; otherwise to remain in full force and effect and the same may be sued upon at the instance of any person, firm or corporation with whom the said Principal may hereafter contract to perform such work or services for any losses and damages sustained by said person, firm or corporation on account of the failure of said Principal or Principal's agents or employees (including subcontractors) to perform the work or services contracted for in accordance with the applicable ordinances, rules and regulations of the City of Warren.

IN TESTIMONY WHEREOF, we have hereunto set our hands this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**NOTE: POWER OF ATTORNEY MUST BE ATTACHED TO ALL BONDS AND RENEWALS.**

**SEAL MUST APPEAR ON BOND FORM. OUT OF STATE POWER OF ATTORNEY MUST BE COUNTER-SIGNED BY AN OHIO AGENT.**  
(Type Address of Ohio Agent)

**APPROVED AS TO LEGAL FORM AND CORRECTNESS:**

\_\_\_\_\_  
Law Director

\_\_\_\_\_  
Principal

BY: \_\_\_\_\_  
Signature & Title

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
\*Surety Company

By: \_\_\_\_\_  
Ohio Resident Agent  
(Sign & Type Address)

**\*This Bond form shall be used**