



City of Mentor-on-the-Lake

5860 Andrews Road, Mentor-on-the-Lake, OH 44060-2827

Phone: (440) 257-7216 Fax: (440) 257-2766

www.CityMOL.org

2019

CONTRACTOR REGISTRATION

In compliance with Chapter 1452 of the Codified Ordinances of the City of Mentor-on-the-Lake, all contractors and subcontractors performing work within the City must register and obtain a license to do so.

The following information and fee are required for 2019 registration:

1. Completed application form

2. \$50.00 License Fee

\$5.00 Sign Permit (Optional) this would allow the business to display a sign on the property while working on the job, and up to ten days after completion

3. \$10,000.00 License Bond

4. Insurance certificate for coverage of \$1,000,000.00 liability and \$1,000,000.00 property damage

5. Pursuant to H.B. 434, the City requires a copy of your state license (If applicable)

The Ohio Construction Industry Licensing Board licenses commercial contractors for the following trades: electrical, HVAC, hydronics, plumbing, and refrigeration.

Details: General contractors performing electrical, HVAC, hydronics, plumbing, or refrigeration require a state license. All other construction contracting work is licensed by local jurisdictions. Check with your city and/or county government for specific licensing requirements.

For more information, visit: <http://com.ohio.gov/dico/OCILB.aspx>

6. CCA Municipal Income Tax Form

All Contractor Licenses are issued by the calendar year. Registration for 2019 begins December 14, 2018. If you have any questions concerning the above, please do not hesitate to contact me.

Andrea Hathaway
Service Secretary



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FOR OFFICE USE ONLY

License #: _____

Receipt #: _____

Decal Color: _____

APPLICATION FOR CERTIFICATE OF REGISTRATION

In compliance with Chapter 1452 of the Codified Ordinances, the following information must be provided for contractor registration.

NAME OF APPLICANT: _____

DOING BUSINESS AS: _____

BUSINESS ADDRESS: _____

NUMBER AND STREET _____

CITY _____

STATE _____

ZIP _____

PHONE #: _____

FEDERAL ID OR SS#: _____

FAX #: _____

BUSINESS ORGANIZATION:

CELL #: _____

CORPORATION

PARTNERSHIP

PROPRIETORSHIP

All contractors are permitted to display a business sign on the property while working on the job, and up to 10 days after completion.

Check the trade(s) for which registration application is being made:

General Building Contracting

Electrical

Underground

Heating/Air Conditioning

Plumbing

Roadway

Other _____

Attach Bond Form in the amount of \$10,000, Insurance Certificate in the amount of \$1,000,000.00 liability and \$1,000,000.00 property damage for each registration. Fee is \$50 for each application. All registrations expire on December 31 of each year.

Snow Plowing

Landscaper

Attach Insurance Certificate in the amount of \$100,000.00 liability and \$50,000 property damage for each registration. Fee is \$50 for each application. All registrations expire on December 31 of each year.

VEHICLE INFORMATION

(Snow Plow & Landscapers only: a window decal will be issued annually for each vehicle to identify that you are registered.)

Vehicle #1

License # _____

Make & Type _____

Year & Color _____

Vehicle #2

License # _____

Make & Type _____

Year & Color _____

Vehicle #3

License # _____

Make & Type _____

Year & Color _____

I/We hereby certify that I/We are familiar with the provisions of Chapter 1452 of the Codified Ordinances of the City of Mentor-on-the-Lake and are fully aware of the requirements of same. In the event that it is required to sublet work, it is agreed to engage only registered contractors, and that any misrepresentations of data or facts will be cause for refusal of a Certificate of Registration or revocation of same.

Date

Signature of Applicant and Title



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REGISTRATION BOND

KNOW ALL MEN BY THESE PRESENTS, that _____ as the principal and _____ as surety, hereinafter referred to as the surety, are held and firmly bound unto the City of Mentor-on-the-Lake, in the sum of ten thousand dollars (\$10,000.00) for payment of which, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WITNESS OUR HAND AND SEAL THIS _____ DAY OF _____, _____.
The conditions of the above obligations are such that:

WHEREAS, the said Principal has been duly licensed or registered for the period beginning _____ and ending December 31, 2019, in the City of Mentor-on-the-Lake, Ohio, in accordance with the ordinances of the City of Mentor-on-the-Lake providing for the licensing or registration and regulations of a _____ contractor.

NOW, THEREFORE, if the said Principal shall faithfully observe all the duties and discharge all the obligations incurred by him during said license or registration period under the ordinances of the City of Mentor-on-the-Lake and under the provisions of the Ohio Building Codes for residential, commercial and industrial building applying to _____ contracting, and all the lawful orders of the Service Department of the City of Mentor-on-the-Lake, issued under said ordinances and all lawful orders of the Lake County Building Department, then this obligation shall be void, otherwise the same shall be and remain in full force and effect; the undersigned agreeing and consenting that this undertaking shall be for the benefit of any party injured by the principal's failure to comply with the duties, terms, conditions, provisions, and requirements of the ordinances of the City of Mentor-on-the-Lake applying to _____ contracting, and the lawful orders of the Department of the City of Mentor-on-the-Lake issued under such ordinances, as well as, for the benefit of the obligee herein, and either or both may bring action on this bond; but, said action must be commenced within two years after the expiration of the principal's _____ contracting license or registration.

PRINCIPAL

SURETY

ATTORNEY-IN-FACT



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WITHHOLDING AND BUSINESS REGISTRATION

CCA – MUNICIPAL INCOME TAX

205 W Saint Clair Ave
Cleveland OH 44113-1503

Phone: 216-664-2070, 1-800-223-6317 Fax: 216-420-8316
www.ccatax.ci.cleveland.oh.us

DATE BUSINESS STARTED IN CCA _____ PHONE NO. _____

FEDERAL IDENTIFICATION NUMBER _____

NAME OR CORPORATE NAME _____

BUSINESS OR TRADE NAME _____

BUSINESS ADDRESS IN TAXING COMMUNITY _____

MAILING ADDRESS _____

ADDRESS OF OUTSIDE ACCOUNTANT SHOULD NOT BE USED

CHECK BUSINESS TYPE

SOLE PROPRIETOR** _____	CORPORATION _____
PARTNERSHIP _____	LIMITED LIABILITY CO _____
S-CORPORATION _____	NON-PROFIT CORP _____
ESTATE OR TRUST _____	GOVERNMENTAL _____
FINANCIAL ORG. _____	UNION _____
OTHER _____ (Detail)	

****IF SOLE PROPRIETOR YOU MUST ALSO COMPLETE INDIVIDUAL REGISTRATION FORM**
It is your responsibility to advise this office of any changes in your status

Will you be withholding employment taxes? Yes _____ No _____

For what CCA city(s) _____

\$200 or more per month? Yes _____ No _____

Number of employees in CCA? _____ First payroll date in CCA _____

Will you be withholding residence taxes? Yes _____ No _____

Type of business (Mfg., Commercial, etc.) _____

Fiscal Period ending month _____

Name of person responsible for filing forms:

Name _____ Title _____ Phone No. _____

Signature _____ Date _____



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8-1-1 or 1-800-362-2764 www.OHIO811.org

THINGS TO REMEMBER

Anyone who intends to dig in the state of Ohio can contact OHIO811 24 hours a day, 7 days a week, 365 days a year.



1-800-362-2764

www.OHIO811.org

12467 Mahoning Avenue
North Jackson, Ohio 44451



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OHIO UNIVERSAL MARKING STANDARDS

APWA COLORS

The American Public Works Association recommended color code shall be used to mark the location of underground facilities, temporary survey markings, and site of intended excavation. When utility company representatives mark a location, they use colored flags and/or paint to identify the type of underground service:

ORC 3781.29(C) | "A utility shall mark its underground facilities using the following color codes:..."

- RED** Electric Power Lines, Cables, Conduit and Lighting Cables
- YELLOW** Gas, Oil, Steam, Petroleum, or Gaseous Materials
- ORANGE** Communication, Alarm or Signal Lines, Cables or Conduit
- BLUE** Potable Water
- PURPLE** Reclaimed Water, Irrigation and Slurry Lines
- GREEN** Sewers and Drain Lines
- PINK** Temporary Survey Markings
- WHITE** Proposed Excavating

