General Contractor Registration Application
Please read and follow these instructions.

Your general contractor registration consists of the following forms:
1. Application Form
2. Bond Form
3. Insurance Endorsement Form
4. Authorized Agent Listing

Application Form: Please complete the application form. Do not leave any spaces blank. Application must be signed by applicant. Application form must be notarized.

Bond Form: A minimum coverage of $25,000 is required. Applicants with multiple bonds (General/Demo/Sewer) must have all bonds begin and end on the same date.

Power-of-Attorney Form: Insurance agent must attach a Power-of-Attorney Form to the contractor bond(s). The settlement dates must be the same on the bonds and on the Power-of-Attorney Form.

Certificate of Insurance: A minimum coverage of $200,000 is required:

- Bodily Injury: $50,000 and $100,000
- Property Damage: $50,000

Insurance company NAIC number must be included

The Insurance Certificate must also include:
1. City of Cleveland must be “additional insured”.
2. City of Cleveland must be “certificate holder”.
3. 10 day cancellation (not 30) must be given.
4. The words “endeavor to” or “try to” and “but failure to mail such notice shall impose no obligation or liability upon the company, it’s agents or representatives” must be deleted.

Insurance Endorsement: If your insurance agent is not authorized by the insurance company to delete the words in the cancellation clause, have them complete the enclosed endorsement sheet and attach it to the certificate of insurance.

Demo contractor registration: 1. Copy of Sewer Builders License from Room 122, Division of Assessments and License.
2. Demolition Bond from Department of Building and Housing, Room 505

Corporations Only: Corporations must provide a copy of the Articles of Incorporation with the State Seal of Ohio.

Authorized Agents: Names and signatures of personnel authorized to secure permits on behalf of the company must be provided

Fully complete all registration forms and return them to:
City of Cleveland
Dept. of Building and Housing
601 Lakeside Ave. -Room #505
Cleveland, OH 44114
CITY OF CLEVELAND
DEPARTMENT OF BUILDING AND HOUSING
APPLICATION FOR CONTRACTOR REGISTRATION OR
CERTIFICATE OF QUALIFICATION

Registration No: __________
Date: __________
Approved: __________
Fee: __________

DO NOT WRITE ABOVE

☐ NEW APPLICANT $150.00  ☐ RENEWAL APPLICANT $120.00

TO THE DIRECTOR OF BUILDING AND HOUSING:
IN ACCORDANCE WITH THE REQUIREMENTS OF THE CODIFIED ORDINANCES OF THE CITY OF
CLEVELAND THE UNDERSIGNED DOES HEREBY MAKE APPLICATION FOR CERTIFICATE OF
REGISTRATION OR QUALIFICATION FOR ONE OF THE FOLLOWING LISTED BELOW:

PLEASE CHECK THE TYPE OF REGISTRATION YOU ARE APPLYING FOR:

☐ GENERAL CONTRACTOR ☐ PLUMBING CONTRACTOR ☐ 1, 2, 3 FAMILY ONLY ☐ ALL WORK
☐ SEWER CONTRACTOR ☐ HVAC CONTRACTOR ☐ 1, 2, 3 FAMILY ONLY ☐ ALL WORK
☐ DEMO CONTRACTOR ☐ ELECTRICAL CONTRACTOR ☐ 1, 2, 3 FAMILY ONLY ☐ ALL WORK
☐ JOURNEYMAN PLUMBER ☐ ELECTRICAL MAINT TECH
☐ FIRE PLACE INSTALLER ☐ PICTURE MACHINE OPERATOR

NAME OF APPLICANT: ______________________ PHONE: (____) _______
LAST FIRST MI

HOME ADDRESS: ______________________ CITY ______________ STATE __ ZIP ______

DATE OF BIRTH __________ SOC. SEC. NO. __________________________

NAME OF COMPANY: ______________________ PHONE: (____) _______

MAILING ADDRESS: ______________________ CITY ______________ STATE __ ZIP ______

EMAIL ADDRESS: ______________________ FEDERAL I.D NO. _______________

Attach Portrait
Photo Here
HAVE YOU EVER REGISTERED UNDER A DIFFERENT COMPANY NAME? YES ☐ NO ☐
IF YES, WHAT WERE YOUR PREVIOUS COMPANY NAMES?

DO YOU HAVE A CITY OF CLEVELAND LICENSE? ☐ YES OR NO ☐ IF YES, LIST PREVIOUS LICENSE NO. ___________________________ TYPE ___________________________

DO YOU HAVE A STATE LICENSE? YES ☐ OR NO ☐ IF YES, WHAT TYPE _______
STATE LICENSE NO. ___________________________ EXPIRATION DATE _________

OFFICERS OF COMPANY:

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EXPERIENCE AND TRAINING WHICH QUALIFIES YOU FOR A CERTIFICATE OF REGISTRATION OR QUALIFICATION ARE AS FOLLOWS (LIST TRAINING, SCHOOLING, PAST EMPLOYMENT, OR BUSINESS ASSOCIATES, YEARS OF ACTUAL EXPERIENCE AT TRADE, ETC).

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ATTACH SEPARATE SHEET IF REQUIRED
PLEASE ANSWER THE FOLLOWING QUESTIONS:
HAS YOUR CERTIFICATE OF REGISTRATION OR QUALIFICATION EVER BEEN SUSPENDED OR REVOKED? ☐ YES OR ☐ NO  IF YES, WHEN? ________________
DATE OF REINSTATEMENT ________________

HAVE YOU EVER BEEN CONVICTED OF VIOLATION OF THE CLEVELAND BUILDING, ZONING, OR HOUSING CODES? ☐ YES ☐ NO  IF YES, WHEN? ________________

HAVE YOU BEEN CONVICTED OF OR PLED GUILTY TO A MISDEMEANOR INVOLVING MORAL TURPITUDE OR OF ANY FELONY? ☐ YES OR ☐ NO  IF YES, WHEN? ________________
WHAT COURT? ________________  CASE #? ________________  CHARGE? ________

HAVE YOU OBTAINED OR RENEWED A CERTIFICATE OF REGISTRATION OR QUALIFICATION BY FRAUD, MISREPRESENTATION OR DECEPTION? ☐ YES OR ☐ NO

HAVE YOU ENGAGED IN FRAUD, MISREPRESENTATION OR DECEPTION IN THE CONDUCT OF BUSINESS? ☐ YES OR ☐ NO

HAVE YOU BEEN CONVICTED OF REPEATED VIOLATIONS OF THE OBC OR THE CLEVELAND BUILDING, ZONING, OR HOUSING CODES OR OTHER LAWS OR ORDINANCES REGULATING BUILDING CONSTRUCTION IN THE CITY? ☐ YES OR ☐ NO IF YES, PROVIDE DETAILS ____________________________________________
______________________________________________________________________
______________________________________________________________________

IN THE PAST 12 MONTHS, HOW MANY VIOLATION NOTICES OF THE OBC, AND/OR THE CLEVELAND BUILDING, ZONING, OR HOUSING CODE HAVE YOU RECEIVED? ________
HOW MANY ARE STILL NOT CORRECTED? __________________

ARE YOU AT LEAST 18 YEARS OF AGE? ☐ YES OR ☐ NO

ARE YOU A UNITED STATES CITIZEN? ☐ YES OR ☐ NO
THE FOLLOWING NAMED AS REFERENCE ARE NOT RELATED TO ME:

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I DO HEREBY CERTIFY THAT I AM FAMILIAR WITH THE REQUIREMENTS OF THE BUILDING, ZONING, AND HOUSING CODES AS APPLICANT, DURING THE PAST YEAR, ALL REQUIRED PERMITS HAVE BEEN OBTAINED AND THAT ALL INSTANCES OF NON-COMPLIANCE WITH, OR VIOLATIONS OF, THE BUILDING CODES HAVE BEEN CORRECTED.

_________________________________________________________________________________________

SIGNATURE

_________________________________________________________________________________________

County of Cuyahoga  
State of Ohio  
ss.

On this _____ day of _____________ 20___ personally appeared __________________________ to me known to be the person herein described and having signed the above application and on oath swears, (or affirms) that all the statements herein made, are true to the best of his knowledge and belief.

_________________________________________________________________________________________

NOTARY PUBLIC

MISREPRESENTATION OF STATEMENT OR FACT MAY BE CAUSE FOR REVOCATION OR SUSPENSION OF CERTIFICATE.
INSTRUCTIONS FOR CONTRACTOR’S BOND FORM
PLEASE READ CAREFULLY:

1.) The City of Cleveland Contractor’s bond forms for $25,000 must be used.

2.) The Contractor’s bond must be typed and bear original signatures and the seal of the insurance and/or bonding company.

3.) The applicant who signed the application form must sign the bond as principal (and be the same person). For corporations an Officer of the company must sign the application and bond forms.

4.) One of the following categories must be used when completing the bond form:
   A. **Individual** - If the applicant is doing business under his/her name only:
      The bond should read as follows:
      
      1st blank line of bond:                John/Jane Doe
      2nd blank line of bond:                John/Jane Doe

   B. **Company Name** - If the applicant is doing business for his/her own company or on behalf of another company the bond should read as follows:
      
      1st blank line of bond:                John/Jane Doe
      2nd blank line of bond:                XYZ Construction Co.

   C. **Partnerships** - If two or more individuals have formed a partnership:
      The bond should read as follows:
      
      1st blank line of bond:                John Doe & Jane Smith
      2nd blank line of bond:                XYZ Construction Co.

   D. **Corporations** - If a corporation is registered, the bond must be signed by an officer of the corporation with his title after his signature and the corporation name above:
      The bond should read as follows:
      
      1st blank line of bond:                Corporation Name, LLC, LTD
      2nd blank line of bond:                Corporation Name, LLC, LTD

5.) If a division of a corporation is registered, etc., it should be first determined whether the division is separately incorporated or not. If the division is not separately incorporated, it should be registered in the name of the parent organization or as a separate entity
CONTRACTOR'S BOND
CITY OF CLEVELAND

KNOW ALL MEN BY THESE PRESENTS,
THAT __________________________________________ as principal,
doing business as __________________________________ Company, and
__________________________________________ as surety are held
and firmly bound unto the City of Cleveland or to any of its officers, for the use of any person,
persons, firm or corporation with whom such principal shall contract to construct, alter, repair,
add to, subtract from, reconstruct or remodel any building, structure, or appurtenance thereto or
any part thereof, in accordance with the provisions and the requirements of the Codified Ordinances
of the City of Cleveland, in the penal sum of Twenty-five Thousand Dollars ($25,000), lawful
money of the United States, for the payment of which sum well and truly to be made, we bind
ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly
by these presents.

Sealed with our seals and dated this ______ day of ________________, 20_____.

THE CONDITIONS OF THE ABOVE OBLIGATION ARE SUCH that, whereas the
above bounden principal has made application to the Director of Building and Housing for a
Certificate of Registration as a Contractor to engage in the business of constructing, altering,
repairing, adding to, subtracting from, reconstructing, or remodeling any building, structure, or
appurtenance thereto or any part thereof, as required by the Codified Ordinances of the City of
Cleveland, during the period beginning ________________, and ending the last day of
December, 20______.

NOW, THEREFORE, if the said principal shall well and truly indemnify, keep and save
harmless the City of Cleveland, or any of its agents or officials for the use of any person, persons,
firm, or corporation with whom such Contractor shall contract 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 Contractor to perform the work so contracted for in accordance with the provisions
of the Codified Ordinances of the City of Cleveland, and any and all lawful rules and regulations
promulgated under the authority thereof, and from or by reason or on account of anything done
under and by virtue of any permits issued under such Registration for the 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.

THE LEGAL FORM AND CORRECTNESS
OF THE WITHIN INSTRUMENT IS HEREBY
APPROVED

DIRECTOR OF LAW

By ____________________________
ASSISTANT

Date ____________________________

Principal ______________________ (Signature)
Address ____________________________

Surety ____________________________ (Seal)
Address ____________________________

Attorney-in-fact ____________________________

C of C 86-140 Rev. 8/2003
CITY OF CLEVELAND - INSURANCE ENDORSEMENT

It is agreed that such insurance as is afforded under this policy for bodily injury liability and for property damage liability also applies to the City of Cleveland, Ohio, as additional insured but only with respect to accident caused by or contributed to:

or his/her employees while performing work, other than done for the City of Cleveland, described in Division 1(premises-operations of the item 3 of the Policy Declarations) as authorized by permit issued to:

under the Building Code of the City of Cleveland.

It is further agreed that an employee of one of the insured’s named in this policy shall not be deemed to be the employee of any other insured named with whom he/she has no contact of employment, oral or written; but the limits of liability for all insured’s shall not exceed the limits set forth in the policy.

In the event of any material change in/or cancellation, lapse or non-renewal of this policy, the Company will give ten (10) days notice of such change or cancellation, lapse or non-renewal to the Building Commissioner of the City of Cleveland, Ohio.

Schedule:
Limits of this policy are equal to or exceed Fifty Thousand and One Hundred Thousand ($50,000 & $100,000) for bodily injury and Fifty Thousand ($50,000) for property damage.

Term of Policy: From: ______________________ To: ______________________

This endorsement forms a part of policy # ______________________

Agent: ______________________

Contractors Registration Term - From: ______________________ To: ______________________

(Notice to the City of Cleveland of termination/non-renewal is not required if the date falls after the terms of the contractor’s registration period.)

Nothing herein contained shall be held up to vary, alter, waive or extend any of the terms or conditions of the policy, except as herein set forth.

Agent’s Signature: ______________________
I authorize the following people to sign for building permits for:

_________________________ Company.

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I am aware of the fact that the authorized agents that I have listed above should know my Federal I.D. and/or Social Security Number in order to secure Building Permits:

Print Name and Date __________________________ Signature __________________________