



## BUILDING DEPARTMENT

### CONTRACTOR REGISTRATION REQUIREMENT CHECKLIST

All Registrations **EXPIRE** on **DECEMBER 31<sup>st</sup>** each year

It shall be the responsibility of the applicant to provide appropriate proof and documentation of the following requirements simultaneously with their application and in proper form or all information will be returned to you.

Please remember that **ALL REQUIREMENTS FOR RENEWALS ARE DUE BY DECEMBER 31<sup>ST</sup>** of each year, or a late fee will be assessed.

#### CONTRACTOR REGISTRATION

- HOME IMPROVEMENT (CCO 1311) (For residential work only)
- GENERAL CONSTRUCTION (CCO 1312) (For commercial work only; includes 4 or more units)
  - ELECTRICAL (CCO 1313)     PLUMBING (CCO 1315)
  - HVAC (CCO 1317)     DEMOLITION (CCO 1319)
- Separate application **for each trade** completely filled out and **notarized**. (**Renewals** if any change of information)
- Photocopy of current Driver's License or State issued ID.
- Photocopy of current Ohio Department of Commerce Contractor License issued by the O.C.I.L.B. for Electric, Plumbing and HVAC Contractors.
- A properly executed bond on the City of Canton's form with the ending date of December 31, and signed on the principal line by the same person that holds the State certificate. The bond will also have to be signed by your insurance agent and sealed. (\$10,000 Surety Bond or \$50,000 for General Construction Contractor)
- A Certificate of Compliance from the City of Canton Income Tax Department must be provided by the contractor.
- Proof of current Worker's Compensation even if you are self-employed.
- Current Certificate of Liability Insurance. (\$500,000; \$1,000,000 for General Construction Contractor)
- Certification for Lead-Based Paint Poisoning Prevention if applicable to your firm under the Code of Federal Regulations at 40 C.F.R. 745, Subpart E-Residential Property Renovation (Home Improvement and General Construction Contractor)
- \$75 Application Fee.
- \$150 Registration/**Renewal** Fee.
- \$75 Late Fee (**Renewals** submitted after December 31<sup>st</sup>)

#### CONTRACTOR REGISTRATION

- FIRE SUPPRESSION     FIRE MAIN     FIRE ALARM
- Separate application **for each trade** completely filled out and **notarized**. (**Renewals** if any change of information)
- Photocopy of current Driver's License or State issued ID.
- Photocopy of current Ohio Department of Commerce License issued by the Ohio Division of State Fire Marshal for Fire Suppression and Fire Alarm Contractors as well as the Company's Fire License (both needed front and back).
- A Certificate of Compliance from the City of Canton Income Tax Department must be provided by the contractor.

**If you should have any questions, please do not hesitate to contact this department.**

**MAKE CHECKS OR MONEY ORDER PAYABLE TO CITY OF CANTON**

7/23 CC/nb

