



2014 CONTRACTOR REGISTRATION REQUIREMENTS

Work CANNOT begin on ANY project until the approved Registration(s) & Permit(s) are in hand.
DOUBLE FEES WILL BE CHARGED FOR WORK STARTED WITHOUT A REGISTRATION/PERMIT.

Completed Applications must be returned to the Building Department for approval by the Chief Building Official
Applicant(s) must comply with all requirements under Section 1311.06.
Please allow 4-5 days for processing; the approved Registration will be mailed to the Company address

COMPLETE AND RETURN 1 APPLICATION (FOR EACH REGISTRATION TYPE) ALONG WITH:

- **\$125 Application Fee** (Checks made payable to: City of Brook Park)
- **New \$25,000 Surety Bond for each registration**
 - Must use bond form attached (Standard insurance company bond forms not accepted)
 - Should be dated to cover the period: Date of issuance through **December 31, 2014**
 - Bond *must* be signed by the principal. (A typewritten name is not acceptable)
- **New Certificate of Insurance** (Must comply with Requirements below)
 - MUST name the City of Brook Park as additional insured for all work performed within the corporate limits of the City (We DO NOT accept an "X" in the box).
- **Copy of current State of Ohio Worker's Compensation Certificate**
- **Plumbing, Electric & HVAC contractors MUST include a copy of their State of Ohio license(s)** - Sprinkler, Security & Fire Alarm Contractors must furnish their State of Ohio Certification Number
- **A stamped, self-addressed envelope**

Ordinance 1311.06 SURETY BOND AND INSURANCE REQUIREMENTS:

(a) Prior to the issuance of a registration, the Building Commissioner shall require an applicant to furnish a surety bond, to be approved as to form by the Director of Law and as to sufficiency by the Mayor, guaranteeing full and faithful compliance by the applicant with all the provisions and regulations of the City Building Code, and binding the surety thereon to correct or abate any violations of the City Building Code whenever the applicant named as principal on such bond refuses, neglects or fails to correct or abate such violation within a reasonable time limit as set by the Building Commissioner. The bond shall indemnify the City and all other persons from injuries or damages arising by reason of the applicant's negligence or failure to properly perform any work undertaken pursuant to such license. The bond for all contractors shall be in the penal sum of twenty-five thousand dollars (\$25,000).

(b) In addition to the bond required by subsection (a) hereof, every contractor shall, as a condition of any registration issued pursuant to this chapter, maintain Contractor's Comprehensive General and Automobile Liability insurance, or its equivalent, extended (or by means of a separate policy) to include liability for damage caused by explosion, collapse, underground, independent contractors, products and completed operations, together with owner's protective liability, with not less than the policy limits set forth in subsection (c) hereof. Such policy or policies of insurance shall name the City of Brook Park as an additional insured for all work performed within the corporate limits of the City, and shall contain the following special provision: "The Company agrees that ten days prior to cancellation, material alteration or reduction of the insurance afforded by this policy, with respect to the license involved, written notice shall be sent by certified mail to the City of Brook Park." An exact copy of such policy or policies shall be deposited with the Building Commissioner prior to the expiration date of any of the initial insurances. All insurance herein specified shall be with a company authorized to do business in the State of Ohio and acceptable to the Commissioner.

(c) The policy or policies of insurance required by subsection (b) hereof shall: (1) Have a policy limit for bodily injury and property damage of not less than one million dollars (\$1,000,000) for each occurrence, if the contractor engages in the construction, reconstruction, maintenance or repair of any of the public highways, streets, avenues, alleys, sidewalks, public grounds, bridges, aqueducts and viaducts within the corporate limits of the City; or (2) Have a policy limit for bodily injury and property damage of not less than three hundred thousand dollars (\$300,000) for each occurrence, if the contractor does not engage in the construction, reconstruction, maintenance or repair of any of the public highways, streets, avenues, alleys, sidewalks, public grounds, bridges, aqueducts and viaducts within the corporate limits of the City.

(d) If an applicant's policy or policies of insurance, as required by subsection (b) hereof, have policy limits less than those specified in subsection (c)(1) hereof, the registration issued to such applicant shall contain the following endorsement in a conspicuous location on the face thereof: "This registration is not valid for any work involving the construction, reconstruction, maintenance or repair of any of the Public highways, streets, avenues, alleys, sidewalks, public grounds, bridges, aqueducts and viaducts within the corporate limits of the City of Brook Park."



2014 Contractor's Registration Application

Completed Applications must be returned to the Building Department for approval by the Chief Building Official
 Please allow 4-5 days for processing; the approved Registration will be mailed to the Company address

APPLICATION DATE: _____

APPLICATION TYPE: - General - Electric - HVAC - Plumbing - Other: _____

COMPANY INFO:	DBA NAME: _____ ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____ PHONE #: _____ FAX #: _____ TYPE OF WORK PERFORMED: <input type="checkbox"/> - Residential <input type="checkbox"/> - Commercial OTHER COMMUNITIES YOU ARE REGISTERED IN: _____ _____
COMPANY OWNER:	NAME: _____ ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____ PHONE #: _____ <input type="checkbox"/> -Cell <input type="checkbox"/> -Home <input type="checkbox"/> -Work EMAIL: _____ DRIVERS LICENSE #: _____ STATE: _____ ZIP CODE: _____
SIGNATURE:	_____ <div style="text-align: right;">TITLE: _____</div>

↓For OFFICE use only↓

BOND - EXPIRES 12/31/14: -Yes -No / **ORIGINAL SIGNED** - -Yes -No
CERT OF INSURANCE - EXP DATE: _____ **ADDITIONAL INSURED:** -Yes -No
WORKERS COMP- EXP. DATE: _____ **RISK #:** _____
STATE LICENSE # - _____ **EXP DATE:** _____
REGISTRATION TYPE: -NEW -RENEWAL **REGISTRATION #** - _____
REGISTRATION ACCEPTED BY - _____ (Init) **PROCESSED BY** - _____ (Init)

AMOUNT PAID: \$ _____

Payment Type:

- Cash - Check #: _____

- Visa

- Mastercard

- Discover

- Other _____



2014 CONTRACTOR’S BOND

_____ AS PRINCIPAL AND _____ AS SURETY are hereby held and firmly bound unto the City of Brook Park, State of Ohio, in the penal sum of **Twenty-Five Thousand (\$25,000)** Dollars for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors and assigns, to the present.

The conditions of this obligation are such that, whereas, the above named principal did on the ____ day of _____, 20 ____ make application to be registered as a _____ Contractor in the City of Brook Park, under the pursuant Ordinance No. 8611-1999, which is made a part of this bond by reference.

Now if the said Principal shall receive from the Building Commissioner a registration as a Contractor, entitling him to engage in work or, or act as a _____ Contractor, within the Corporate limits of the City of Brook Park for the current calendar year, as stated in said registration application, and shall fully and faithfully comply with all the provisions of the Ordinances, Resolutions and Regulations of the City of Brook Park as are now enacted and which may hereafter be enacted in relation to doing said work and further will safeguard said City and all persons from injuries or damages to persons or property arising by reason of the negligence, or failure to properly perform any work carried on or undertaken under said Registration, to correct or abate any violation of the City Building Code, within a reasonable time limit as set by the Director of Public Safety and also where any opening is made or material is placed in the street or highway, will remove any material remaining and replace and restore, or cause to be replaced and restored, the street or highway and the pavement over such opening, to as good a state and condition as found previous to the opening of the same, or pay said City for having same replaced and restored, as the case may be, then this obligation shall be null and void; otherwise, it shall remain in full force and effect for a period commencing on the ____ day of _____, 20 ____ and ending on the ____ day of _____, 20 ____ it is being expressly understood that the liability of the surety for any and all claims hereunder shall in no event exceed the penal amount of this obligation as herein stated.

Provided that any forbearance on the part of the City of Brook Park in respect to the neglect of failure of said principal to comply with any of the Ordinances, Resolutions or Regulations of the City of Brook Park respecting said _____ work shall not in any manner operate to release or discharge the surety from its liability under this bond.

WITNESS our signature this ____ day of _____, 20 ____.

Principal: _____

Attorney-in-fact: _____

