



City of North Royalton

Mayor Larry Antoskiewicz
Community Development, Building Division
David Smerek, Building Commissioner
11545 Royalton Road, North Royalton, OH 44133

Phone: 440-582-3000

APPLICATION FOR CONTRACTOR REGISTRATION AND RENEWAL OF REGISTRATION INSTRUCTIONS AND CHECKLIST

All persons/companies doing work in the City of North Royalton must be registered with the City as required by Chapter 1444 of the Codified Ordinances. Attached are the registration application forms.

Use the following checklist to ensure accurate completion of the application:

- NOTIFICATION - Provide a self addressed stamped envelope. Your certificate of contractor registration shall be mailed to you.
- PAYMENT - Attach a check or money order payable to the City of North Royalton as follows:
NEW REGISTRATION - One hundred-fifty dollars (\$150.00) for each separate new registration.
RENEWAL OF REGISTRATION - One hundred dollars (\$100.00) for each separate renewal.
Cash is accepted only in person.
- CONTRACTORS CATEGORIES – Those engaging in work as a registered contractor, either by hire, contract or subcontract, shall be registered for each classification type. Refer to the attached “List of Contractor Types” to assist you in the selection of your classification. Submit a separate application for each classification type.
- BOND – A twenty-five thousand dollar (\$25,000.00) bond is required for each separate registration. The bond(s) shall be on the form provided. Your insurance company shall place their seal on the City bond form. The bond expiration date shall be December 31st annually. No Continuation Certificates will be accepted. Do not fax the bond form to your insurance company. The bond form may be downloaded by your insurance company from the City website, www.NorthRoyalton.org.
- CERTIFICATE OF INSURANCE - The insurance policy in the amount of one million dollars (\$1,000,000) shall be at least two hundred-fifty thousand dollars (\$250,000) in case of death or injury to one person and five hundred thousand dollars (\$500,000) for death or injury to more than one person. In case of property damage resulting from but not limited to incompleteness of work or damages caused by accident, the limits of liability shall be five hundred thousand dollars (\$500,000) per incompleteness or accident, with a total aggregate liability of one million dollars (\$1,000,000). All policies shall be subject to the approval of the Law Director of the City of North Royalton and must list the City of North Royalton as additional insured on the certificate.
- RITA - Complete the Regional Income Tax Agency BUSINESS REGISTRATION FORM included in this packet. Questions regarding this form can be referred to the phone number at the bottom of the RITA application.
- WORKERS COMPENSATION - Attach a copy of your current Workers’ Compensation if you have employees.
- STATE OF OHIO CONTRACTORS LICENSES – Those engaged in Electrical, HVAC, Refrigeration, Plumbing, Hydronics, Fire Suppression and Security / Fire Alarm Systems shall submit copies of current State of Ohio License(s).
- QUALIFICATIONS OF NEW REGISTRANTS - If this is a new registration, list your experience and training, which qualifies you or your company for a license. Submit **three (3)** or more years of verifiable experience in the trade for which registration is sought. The following are acceptable qualifications: Federal Tax Forms; licenses or registrations from other municipalities; evidence of

training from Trade Unions or Associated Builders of America; evidence of successful completion of Trade Schools (not High School); etc.

- IDENTIFICATION - Attach a copy of driver's license or state identification card.
- SIGNATURES - Sign the bond and the registration application.

Type or print all information in ink. Fill in the forms completely. Incomplete forms shall delay processing and issuance of registration.

YOU ARE RESPONSIBLE FOR OBTAINING A BUILDING PERMIT FOR EACH ADDRESS YOU WORK AT IN THE CITY OF NORTH ROYALTON.

LIST OF CONTRACTOR TYPES (USE CATEGORIES ON THE BOND FORM)

Note: All Contractors Shall Register as General and an additional Category (example: General / Carpentry)

GC - Asphalt / Concrete - Placement of new, or repair of existing paving, parking lots, driveways, curbing, sidewalks, streets or roads and related excavation work.

GC - Building Contractor - Supervision only – New residential, residential remodeling and residential additions, New non-residential, non-residential remodeling and non-residential additions.

GC-Carpentry - Carpentry, gypsum wallboard, insulation, roofing, siding, window replacement, decks, fences, storage buildings, ornamental iron, garage doors, glazing and steel framing.

GC - Electrical - State License required - General electric work, low voltage installations, communication systems and alarm systems. State Fire Marshall License Required for Alarm Installations.

GC - Erector - Steel erectors, communication tower and bridge builders.

GC - Fire Suppression - State License required for both suppression and fire alarms - Fire suppression systems and related alarm systems.

GC - HVAC - State License required - Heating, ventilation, air conditioning, duct work, hot water heat and related HVAC work.

GC - Landscaper - Site clearing, decks, patios, walls, irrigation, flatwork concrete related to landscaping (i.e.: sidewalks), trimming and pruning, lawn installation and maintenance, planting of trees and shrubs.

GC - Masonry - Brick, block, flatwork concrete, retaining walls, glass block and related masonry scope.

GC - Plumbing - State License required - Plumbing, sanitary and storm drains, installation of plumbing fixtures and devices.

GC - Specialty Contractor - Select from the following categories: Carpet Installation, Cabinetry and Casework, Painting and Decorating, Gypsum Wallboard and Plastering, Signs, Small Appliance Installation, Tile and Stone Setter, Vacuum Systems, Residential Low Voltage. Examples: Specialty Contractor / Signs; Specialty Contractor/Vacuum Systems; Specialty Contractor / Residential Low Voltage; etc.

GC - Septic Systems – Installation and cleaning of septic systems. Category does not include sanitary sewer work within a structure.

GC - Sewer Builder - Excavator, sanitary and storm sewer installation, grading, clearing and demolition.

GC - Swimming Pools - In-ground or above ground pools and related excavation, concrete and paving. State License and registration required for electrical and plumbing work incidental to pool installations.

GC - Utilities - Installation of phone lines, electric service drops, gas lines, water lines, any public utilities installation.

GC - Waterproofing – Damp-proofing, waterproofing, excavating, downspouts and footer drains for storm water, parging, sealing, masonry and concrete work. Category does not include sanitary sewer work within a structure.

THIS AND OTHER FORMS ARE AVAILABLE AT WWW.NORTHROYALTON.ORG



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APPLICATION FOR CONTRACTOR REGISTRATION AND RENEWAL OF REGISTRATION

Please type or print all information in ink. Incomplete applications shall not be processed and may delay registration. Making application to register as a contractor within the corporate limits of North Royalton is in accordance with the requirements of Chapter 1444 of the Codified Ordinances. Registrations can be applied for in person or by mail.

1. Firm, Partnership or Corporation:

2. Authorized Representative:

Name of Business

Name of Authorized Representative (officer, partner or principal)

Business Address

Address

City, State and Postal Code

City, State and Postal Code

Phone

Alternate / Mobile Phone

Fax

Email

3. The following are additional officers, partners or principals in the above-named company. One of the designated individuals shall be required to sign this application and the bond):

Name

Name

Name

Name

4. Is this a renewal:

YES or NO

5. Other information:

OCLIB License Number and Expiration Date

Federal Identification Number

Drivers License No. or State Identification No. of applicant

6. If this is a new registration, list your experience and training, which qualifies you or your company for a license.

I, _____ (authorized representative signing application) do hereby make application for a license to operate as a _____ (contractor type, see descriptions attached) contractor within the corporation limits of North Royalton, Ohio and I am the authorized representative of _____ (company name). I do hereby certify that I will abide by the provisions of the North Royalton Codified Ordinances, that I am fully aware of the requirements of the same, particularly the Zoning, Building, Fire and Maintenance Codes of the City. I further certify that I am fully aware of and have reviewed the provisions of the North Royalton Codified Ordinances dealing with requirements of obtaining building permits. I further understand that any misrepresentation of data or facts or violations of the Ordinances of the City of North Royalton are cause for refusal, suspension or revocation of this license if issued.

Signature of authorized representative

Date

Signature of Building Commissioner

Date

RETURN THIS COMPLETED AND SIGNED APPLICATION WITH THE FOLLOWING:

1. SELF-ADDRESSED STAMPED ENVELOPE
2. LICENSE FEE OF:
NEW REGISTRATION - ONE HUNDRED-FIFTY DOLLARS (\$150.00) FOR EACH SEPARATE NEW REGISTRATION.
RENEWAL OF REGISTRATION - ONE HUNDRED DOLLARS (\$100.00) FOR EACH SEPARATE RENEWAL.
CHECK OR MONEY ORDER SHALL BE PAYABLE TO THE CITY OF NORTH ROYALTON
3. SIGNED BOND ON THE NORTH ROYALTON FORM
4. CERTIFICATE OF INSURANCE
5. COPY OF WORKERS COMPENSATION
6. COPY OF DRIVER'S LICENSE OR STATE IDENTIFICATION CARD

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Bond No. _____

**CITY OF NORTH ROYALTON, OHIO
PERFORMANCE BOND (NRCO § 1444.09)**

That, _____, as Principal, ("CONTRACTOR"), and _____, as Surety, ("SURETY"), are held and bound unto the City of North Royalton, ("NORTH ROYALTON"), or to any of its officers, for the benefit of the City of North Royalton, or if assigned by the City of North Royalton, to any person, firm, or corporation with whom the CONTRACTOR contracts and who suffer damage as a result of a breach of residential or commercial construction or remodeling contract through work done, work omitted, or not performed by CONTRACTOR, for any and all improvements, in accordance with the laws and regulations of the State of Ohio and City of North Royalton, in the amount of TWENTY-FIVE THOUSAND (\$25,000) DOLLARS , for the payment of which we, CONTRACTOR and SURETY, bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally.

This bond is payable for damage sustained on account of the failure of CONTRACTOR to perform such contracted improvements in accordance with the laws of the State of Ohio, ("OHIO"), and the provisions and the requirements of the Rules, Regulations, Laws, and Ordinances of NORTH ROYALTON, or by reason of or on account of such failure of CONTRACTOR pursuant to any permit issued by NORTH ROYALTON under such Certificate of Registration for such contracted improvements.

The conditions of the above obligation are such that, CONTRACTOR has applied to the Building Commissioner of NORTH ROYALTON for a Certificate of Registration as a GENERAL - _____ Contractor in NORTH ROYALTON for the year ending December 31, 20_____.

Now, therefore, if _____ shall well and truly indemnify, keep and save harmless the City of North Royalton, or any of its Agents or Officials and shall indemnify and pay City of North Royalton, or any person, firm or corporation for damages sustained on account of the failure of such CONTRACTOR to perform work contracted for in accordance with any and all rules, regulations, ordinances, and from or by reason or on account of anything done under and by virtue of any permits issued under any such registration or licensing for the doing of any work required to be done, or if CONTRACTOR faithfully perform the duties and in all things complies with the laws and regulations of State of OHIO and City of North Royalton, including all amendments thereto, pertaining to the license or permit applied for, then this obligation is void, otherwise to remain in full force and effect.

Dated this _____ day of _____, 20_____.

Principal (Signature)

Surety (Signature)

Principal (Type or print name)

Attorney-in-Fact

City, State and Postal Code

City, State and Postal Code

Telephone

Telephone

(ABOVE INFORMATION MUST BE COMPLETED IN FULL)

Municipality _____

Business Type

- Corporation
- S-Corp
- LLC
- Partnership
- Non-Profit
- Estate & Trust
- Sole Proprietor / LLC

Reason for Registration

- Courtesy withholding for an employee's resident municipality
- Doing business within the municipality this year (temporary)
Approx. # of days _____ Start Date _____
- Business with a fixed location
Date business began at this location _____

Company Information (List physical address of work performed within this municipality)

Name: _____ Federal ID #: _____
 Address: _____ SSN: _____
(required if sole proprietor)
 City/State/Zip: _____
 Mailing Address (for withholding tax forms / if different from above) _____
 Mailing Address (for net profit tax forms / if different from above) _____

***Please note that your Federal Identification Number will serve as your RITA account number.**

Filing Status:
 Calendar year Fiscal year / month ending _____
 Do you have any employees? Yes No
 Number of employees at RITA location _____
 My withholding is filed under a 3rd party account (PEO or common paymaster) Yes No
 If yes, list Federal ID # _____
 Monthly gross payroll at RITA location \$ _____
 I am a small employer (under \$500,000 in gross revenue during previous year) Yes No

Contractors

I am a contractor Yes No
 Will you be using sub-contractors? Yes No
 If yes, complete page 2.
 Total contract amount of the project \$ _____

The Information Hereby Submitted is True and Correct.

Print Name _____ Title _____ Phone Number _____
 Signature _____ Date _____

Please complete and sign this Registration Form and return within 10 business days. Please be advised that failure to timely register with RITA may result in delays in the processing of any required income tax filings or may result in future penalty and interest charges, if applicable. If you have any questions please contact the Registration Department at the number below.

Sub-contractor Name / Address	_____	\$
	Contact Name	Contract Amount
	Phone Number	Estimated Start Date
	EIN or Social Security #	Trade
Sub-contractor Name / Address	_____	\$
	Contact Name	Contract Amount
	Phone Number	Estimated Start Date
	EIN or Social Security #	Trade
Sub-contractor Name / Address	_____	\$
	Contact Name	Contract Amount
	Phone Number	Estimated Start Date
	EIN or Social Security #	Trade
Sub-contractor Name / Address	_____	\$
	Contact Name	Contract Amount
	Phone Number	Estimated Start Date
	EIN or Social Security #	Trade
Sub-contractor Name / Address	_____	\$
	Contact Name	Contract Amount
	Phone Number	Estimated Start Date
	EIN or Social Security #	Trade
Sub-contractor Name / Address	_____	\$
	Contact Name	Contract Amount
	Phone Number	Estimated Start Date
	EIN or Social Security #	Trade
*If more space is needed, you may attach a separate schedule that includes ALL of the required information listed above.		

Mail to: RITA
ATTN: BUSINESS REGISTRATION
P.O. BOX 477900
BROADVIEW HEIGHTS, OH 44147-7900

ritaohio.com

Call: 800.860.7482, ext. 5008
TDD: 440.526.5332
Fax: 440.526.3136