

**SAFETY COMMITTEE MINUTES
SEPTEMBER 18, 2018**

The Safety Committee meeting was held on September 18, 2018, at North Royalton City Hall, 14600 State Road. The meeting was called to order at 7:01 p.m.

PRESENT: Committee Members: Chairman Dan Langshaw, Vice Chair Cheryl Hannan, Gary Petrusky; **Council:** Larry Antoskiewicz, John Nickell, Paul Marnecheck, Dan Kasaris; **Administration:** Mayor Robert Stefanik, Law Director Thomas Kelly, Fire Chief Robert Chegan, Police Chief Ken Bilinovich, Safety Director Bruce Campbell, Finance Director Eric Dean; **Other:** Lou Krzepina.

APPROVAL OF MINUTES

Moved by Mr. Petrusky, seconded by Mrs. Hannan to **approve the July 17, 2018 Safety Committee minutes.**
Yeas: 3. Nays: 0. **Motion carried.**

NEW BUSINESS

1. Oil Wells

Mayor Stefanik reported that Cutter Oil is getting out of the oil business. EOS Energy is taking over their wells and they have provided the city with contact information. The Fire Chief will be reaching out to them for inspections and inform them of what is expected of them.

2. Intersection of Akins Road and Edgerton Road

Mr. Campbell said that the LED signs have been installed for about a month. The “yield to left turn” sign has been changed to the high visibility 3D prismatic signage so it is compliant with all the new requirements. Mrs. Hannan said that this is in her ward and it is a huge improvement to the intersection. She asked Mr. Campbell if he had a chance to speak to the resident who reached out to her about this in the first place. Mr. Campbell said yes, he met with him and they walked the intersection together. The resident would still like more signage with more lights, but Mr. Campbell didn’t think it would make any further improvements by putting more LED lights on signs up the road. He said that the resident is concerned with drivers shortcutting the left hand turn coming from Edgerton Road on to Akins Road eastbound. Mrs. Hannan asked if Mr. Campbell sees a concern here. Mr. Campbell said that it is backed up by crash data we have. He said that the only other possibility is putting traffic delineators across the yellow line that would make people pull up further to make the left hand turn but he is unsure what implications this would have with school busses or snow plows making this turn as well. Discussion on the problems with traffic delineators ensued with those participating agreeing that this was not feasible. **Remove from agenda.**

3. Fire hydrant flushing and painting

Chief Chegan said that the painting project finished in August. Timber Ridge, Worthington, Lancelot, Quail Ridge, Fox Wood, Spy Glass and Progress Drive are the developments where the work was done. He said that there were about 150 hydrants that were painted and they were done very thoroughly by the crew doing the work. Chief Chegan reviewed the process and products used, and the problem with keeping the hydrants in good shape on the main roads. Chief Chegan said that the hydrant flushing program started in April and ended in August. A list of the hydrants in need of repair has been submitted to Cleveland Water. Chief Chegan explained that in October they will go back out to some of the hydrants that are not draining properly and make corrections so that they will not freeze in the winter. **Remove from agenda.**

NEW BUSINESS

1. Police K-9 Grant

Mr. Campbell said that with the efforts of both the Police and Fire Departments, we have put together a very good application. This grant comes from the Ben Roethlisberger Foundation and is run through the Giving Back Fund. Mr. Roethlisberger awards a K-9 in every city where he plays an away game as well as to his home city. We were happy to find out that we were this year’s recipient. He said that we will be receiving about \$12,800 which will cover the cost of the dog, a home kennel to be built at the handling officer’s residence, the cost of a travel kennel for training and events, and a bullet proof vest for the dog.

Mr. Petrusky asked if we will need a new vehicle or can a current vehicle be retrofitted for this purpose. Mr. Campbell said that we were able to change one of the new vehicles we just ordered to add rear air conditioning. He felt that this vehicle would last for the entire service time of this K-9. He said that through the Ohio Safety Director's Association, the State Safety Director was able to offer the Highway Patrol's expertise in K-9 training and have offered us their 10-week K-9 Training Academy at no cost with one year of ongoing training at no cost as well. He said that we have already reserved a spot for this training for April 2019. We plan to purchase the dog mid-March. The Ohio Highway Patrol will also assist us in selecting the right dog as well as the right type of officer to handle the dog. The dog will be trained in both human apprehension/location as well as narcotics detection. Mr. Petrusky asked if we know which breed the dog will be. Mr. Campbell said that we don't yet know, but the Highway Patrol recommends German Shepherds or Malinois for this type of work. He said that the value of the training that the Highway Patrol is providing us at no cost is around \$8,000. Mr. Marnecheck asked if this dog could be used if someone is trapped in a collapsed structure. Mr. Campbell said that this is a different type of dog. Mr. Langshaw asked how long it has been since we had our last K-9. Chief Bilinovich said that it has been 18 years; Buster retired in 2000. Mr. Nickell asked if this dog would be used in the schools and if so, how would it be handled. Mr. Campbell said that we have committed a full time school resource officer and we have done sweeps in the parking lots before with dogs from other agencies. He said that we will be going into the schools with the hopes of giving demonstrations and promoting good public relations. Mr. Nickell asked if we can put money aside each year in anticipation of purchasing another dog when this one retires. Mr. Campbell said that we were not able to accept this money as a municipality, we had to be affiliated with a 501c3 non profit. We are accepting the money through the C.E.R.T. Foundation. He said that fundraisers can be held to raise money for a Police K-9 fund. Mr. Nickell said that he recommends that we start putting money aside each year to the purchase of another dog in the future. **Remove from agenda.**

2. **Curb address painting/solicitors**

Mr. Langshaw said that some things came up when he was working with the Law Department on possible legislation. He said that he also received feedback from residents that made him want to revisit this issue. He reviewed a packet of information he provided to the committee, a copy of which is attached to these minutes. He said that he learned if someone goes to the Police Department for a solicitors permit, we don't advise them that if they are a contractor that they may need to go to the Building Department to register as a contractor as well. He said that he is proposing two actions. One is that we add language to our Solicitors Permit Information Sheet that states that they may need to register with the Building Department as well. He said that this can be done administratively with the need for legislation. The other action he is proposing is rather than banning curb painting, he suggests that we strengthen our existing solicitation ordinance. Rather than having the penalty be a minor misdemeanor with a fine of \$150, he suggests we change the first time offense to make it a misdemeanor in the fourth degree with a fine of not more than \$250 or not more than 30 days in jail. He said that this will not only address the curb painting issue, but anyone soliciting without a permit and makes it more serious that they need to comply with our laws. Mr. Kasaris said that we have been told in the past that our code does not prohibit those running for elected office from going door to door. However, he felt that the definition of Canvasser as written in Chapter 862 seems to include those running for elected office. He said that he would like to have this reviewed for this purpose, as well as entities such as Boy Scouts, Girl Scouts, Band Boosters, etc. He felt that our ordinance is too broad as written. Mr. Kelly said that he would look into this. Mrs. Hannan said that the approach that Mr. Langshaw outlined earlier sits better with her because she was not in favor of criminalizing a homeowner for painting their curb. She said that she understands that Mr. Langshaw wants to look out for the vulnerable in our community, however she is not ready to go to a stiffer penalty because she is afraid that he is pulling in way too many other types of cases. She said this penalty change will be addressing all solicitors and feels that a first offense should be a minor misdemeanor. Mr. Langshaw said chances are the first time they are approached by the police, they are simply given a warning. Chief Bilinovich said that they put people on warning and contact their employer to advise them that they need to get a permit. He said the vast majority of the time, this works. If they are caught a second time, then we start issuing citations. This is the same for the Do Not Knock registry. Mr. Nickell asked about the youth that come into the city selling candy bars and asked if they register. Chief Bilinovich said absolutely. This organization has been working in our community for at least 20 years. Mr. Antoskiewicz stated that a police officer has

the discretion to issue a warning to someone who is speeding rather than issuing them a ticket. He felt that this scenario is no different. There is nothing on the books that says he has to give you a warning; it's up to the officer and the situation. Mrs. Hannan asked if this is fair if one person gets a warning and another gets jail time. Discussion on how these penalties are issued and enforced ensued. Mr. Petrusky said that these new proposed changes to the penalty do not address the original intent of the legislation that the solicitors were not getting the permit in the first place. He said that we have had this requirement on the books for a long time. The original concern was that they were not registered and they were painting the curbs and taking advantage of our residents. Mr. Langshaw said that if an officer tells a solicitor to go to the police station for a permit, they still might be unaware that they are also supposed to register with the Building Department. Mr. Petrusky said that this is not addressing the original curb painting issue. Mr. Antoskiewicz said that he has never had a phone call about someone being ripped off for curb painting. Mr. Petrusky said that he has never had a complaint about Airbnb either, but we're looking at legislation for that. Mr. Antoskiewicz said that this is a little different debate. Mr. Langshaw said that he would like to introduce legislation to make some changes to update our soliciting ordinance. He said that this issue is in Streets and we will keep it in that committee. **Remove from agenda.**

ADJOURNMENT

Moved by Mr. Petrusky, seconded by Mr. Langshaw **to adjourn the September 18, 2018 meeting.** Yeas: 3.
Nays: 0. **Motion carried.**

Meeting adjourned at 7:37 p.m.

Submitted by Langshaw
for 9/18/18 Safety Committee
minutes

Proposed Change to City Soliciting Ordinance Penalty Section

862.99 PENALTY.

Whoever violates or fails to comply with any of the provisions of this chapter is guilty of a **misdemeanor of the fourth degree for a first offense**; for a second offense, such person is guilty of a misdemeanor of the third degree; for a third or subsequent offense, such person shall be guilty of a misdemeanor of the second degree. Whoever is convicted of or pleads guilty to a misdemeanor, or minor misdemeanor shall be sentenced in accordance with Section 698.02. A separate offense shall be deemed committed each day during or on which a violation or noncompliance occurs or continues.

(Ord. 94-201. Passed 10-18-94; Ord. 05-13. Passed 3-15-05.)

(Note: Misdemeanor of the fourth degree has a penalty of not more than \$250 fine or not more than 30 days in jail vs a minor misdemeanor that is not more than a \$150 fine)

Print

North Royalton Code of Ordinances

CHAPTER 862

Solicitors, Peddlers and Canvassers

- 862.01 Definitions.
- 862.02 License or registration required.
- 862.03 License application, fee, revocation; registration procedure.
- 862.04 Street peddling; adult attendant required.
- 862.05 Restrictions; hours; conduct.
- 862.06 Resident prohibition by notice.
- 862.99 Penalty.

CROSS REFERENCES

Home solicitation sales - see Ohio R.C. 1345.21 et seq.

Charitable solicitations - see Ohio R.C. Ch. 1716

Frozen desserts - see Ohio R.C. 3717.51 et seq.

Sales of goods and services within right of way of interstate and other State highways - see Ohio R.C. 5515.07

Littering - see GEN. OFF. 660.03

862.01 DEFINITIONS.

As used in this chapter:

(a) "Canvasser" means any person who obtains or seeks to obtain or influence the opinions of the residents of the City by traveling door to door, by foot, automobile, truck or other type of conveyance, upon private residences, including any house, apartment or other dwelling in the City, but who does not obtain or seek to obtain funds for any cause whatsoever.

(b) "Peddler" means any person traveling, by foot, automobile, truck or other type of conveyance, from place to place, door to door or street to street, taking or attempting to take orders for profit by the sale of goods, wares and merchandise or personal property of any nature whatsoever, for immediate or future delivery or for services to be furnished or performed in the future.

(c) "Solicitor" means any person who obtains or seeks to obtain funds for any cause whatsoever by traveling door to door, by foot, automobile, truck or other type of conveyance, upon private residences, including any house, apartment or other dwelling in the City.

(Ord. 94-201. Passed 10-18-94.)

862.02 LICENSE OR REGISTRATION REQUIRED.

No peddler or solicitor shall peddle or solicit within the City, unless he or she is the holder of a valid license issued pursuant to this chapter or unless he or she possesses a valid solicitors identification card previously issued pursuant to these Codified Ordinances, hereinafter subject to the regulations applicable to licenses issued pursuant to this chapter.

(Ord. 94-201. Passed 10-18-94; Ord. 02-159. Passed 11-6-02)

862.03 LICENSE APPLICATION, FEE, REVOCATION; REGISTRATION PROCEDURE.

(a) Any person desiring a license under this chapter shall obtain an application for the same from the Police Department and shall submit the completed application, along with the appropriate fee, to such office, on a form supplied by the Chief of Police which shall contain the following information:

- (1) The name and address of the applicant;
- (2) The name and address of the organization represented;
- (3) The names, addresses and Social Security numbers of all individual peddlers or solicitors;
- (4) A description of the proposed peddling or soliciting activities; and
- (5) The dates, times and particular locations where the peddling or solicitation is to be performed.

Such application shall also be accompanied by a copy of the Internal Revenue Service Federal Income Tax Exemption Letter and the State of Ohio Letter of Registration under Ohio R.C. Chapter 1716 in effect at the time of application hereunder, if the applicant and/or organization represented has been issued either or both of said Letters.

(b) All license applications shall be referred to the Chief of Police who shall, within five days after receipt of the completed application, issue licenses to the solicitors or peddlers unless he or she finds that:

(1) The applicant has provided false, misleading or deceptive information in his or her application; and/or

(2) The applicant or any solicitor or peddler named on the license application has been convicted of a felony violation or misdemeanor violation involving fraud or moral turpitude within the past five years.

(c) Any license issued under this chapter shall be valid for not more than ninety days.

(d) Each applicant shall pay a fee as set forth in Chapter 214 of these Codified Ordinances at the time the application is submitted. Applicants who are agents for charitable, religious or educational organizations that meet the definitions thereof as contained in Ohio R.C. 2915.01(H), (I) and (J), or who have duly registered with the State of Ohio under the provisions of Ohio R.C. Chapter 1716, shall be required to obtain a license, but shall be exempt from the payment of any fee as required hereunder.

(e) Once issued, a license may be used only in conformity with the laws of the City and the State, may not be assigned or transferred, must be carried by the licensee at all times and may be revoked or suspended by the Police Department for any of the following causes:

(1) The licensee or the person preparing the application on behalf of the licensee provided false, misleading or deceptive information in the license application.

(2) The licensee is convicted of a felony or of a misdemeanor involving fraud or moral turpitude.

(3) The licensee violates any provision of this chapter or peddles or solicits in an unlawful manner.

(f) In the event a license application is not approved or in the event any license issued pursuant to this chapter is revoked, written notice shall be given to the applicant or licensee by personal service or by certified mail. The applicant or licensee shall have ten days after the receipt of such notice to appeal such refusal or revocation. Such appeal shall be perfected by filing a notice of the appeal with the Board of Zoning Appeals, in a manner provided in the ten-day notice of the date and place of the hearing. The Board of Zoning Appeals shall have the power, after such hearing, to either affirm or overrule the decision of the Police Department.

(g) Any canvasser shall register with the Police Department before obtaining or seeking to obtain or influence the opinions of the residents of the City. Any canvasser shall provide the Police Chief, in writing, with his or her name and address, the name and address of the organization represented and the dates, times and particular locations where canvassing is to be performed. No fee shall be charged for the registration of any canvasser. Any registration hereunder shall be valid for no more than ninety days.

(Ord. 94-201. Passed 10-18-94.)

862.04 STREET PEDDLING; ADULT ATTENDANT REQUIRED.

No person shall vend or peddle from a vehicle in public streets and public places in the City without a license issued under this chapter. In addition, when children under the age of eighteen years collect, congregate, assemble or gather about such a vehicle for the purpose of making purchases therefrom, or in response to such person's action, no person shall vend or peddle from a vehicle in public streets and public places in the City unless such person is accompanied by an adult attendant whose sole duty and occupation shall be to protect and safeguard such children from injury or hazards of vehicular traffic using such streets and public places. The attendant shall warn children and guard them from injury therefrom.

(Ord. 94-201. Passed 10-18-94.)

862.05 RESTRICTIONS; HOURS; CONDUCT.

Every person to whom a license to peddle or solicit is issued and every canvasser registered under this chapter shall be governed by the following rules and regulations:

(a) No person subject to the provisions of this chapter shall peddle, solicit or canvass, except between the hours of 10:00 a.m. and 9:00 p.m. or sunset, whichever is earlier, Monday through Saturday, and 1:00 p.m. to 9:00 p.m. or sunset, whichever is earlier, on Sunday or any legal State or Federal holiday.

(b) No peddler, solicitor or canvasser shall enter or attempt to enter a residence, house, apartment or other dwelling in the City without an express invitation from an adult occupant of the residence, house, apartment or other dwelling.

(c) No peddler or solicitor shall engage in any peddling or solicitation other than that specified in the license application.

(d) No peddler, solicitor or canvasser shall, by any device, make unlawful noises or remain at a residence, house, apartment or other dwelling without the consent of an adult occupant of such residence, house, apartment or other dwelling.

(Ord. 94-201. Passed 10-18-94; Ord. 2000-68. Passed 6-6-00; Ord. 02-58. Passed 10-1-02.)

862.06 RESIDENT PROHIBITION BY NOTICE.

Notwithstanding any other provision of this chapter, no peddler, solicitor or canvasser, while peddling, soliciting or canvassing, shall call upon or

knock at the door or ring the door bell of any residence, house, apartment or other dwelling in the City that appears on the "Do Not Knock Registry" or upon which there is posted at the entrance a notice which reads "No Peddlers, Solicitors or Canvassers Allowed," or words of similar import, which clearly prohibit peddlers, solicitors and canvassers on the premises, unless such peddler, solicitor or canvasser has previously been invited upon the premises by the owner, lessee or an adult occupant thereof.

(a) The Director of Public Safety shall establish a "Do Not Knock Registry."

(b) Any person in lawful possession and occupancy of any residence, house, apartment or other dwelling in the City may request the City to place and maintain his or her residence, house, apartment or other dwelling on the "Do Not Knock Registry" by submitting a request on form(s) supplied by the Director of Public Safety, which shall contain the following information:

- (1) The signature of the person completing the form(s);
- (2) The complete address of the residence, house, apartment or other dwelling to be placed on the Registry;
- (3) The date the form was completed; and
- (4) A statement that "No Solicitors, Peddlers or Canvassers" shall call at this address or words of similar import.

(c) Any person in lawful possession and occupancy of any residence, house, apartment or other dwelling in the City may request the City to remove his or her residence, house, apartment or other dwelling from the "Do Not Knock Registry" by submitting a "Notice of Removal" on form(s) supplied by the Director of Public Safety, which shall contain the following information:

- (1) The signature of the person completing the form(s);
- (2) The complete address of the residence, house, apartment or other dwelling to be removed from the Registry;
- (3) The date the form was completed; and
- (4) A statement that the residence, house, apartment or other dwelling be removed from the "Do Not Knock Registry."

(d) The decision whether to place a residence, house, apartment or other dwelling on the "Do Not Knock Registry" shall be solely that of the lawful possessor and occupant thereof.

(e) A residence, house, apartment or other dwelling, after being lawfully placed on the "Do Not Knock Registry," shall remain on said registry until the earliest of any of the following:

- (1) The City receives notice of removal pursuant to division (c) hereof; or
- (2) The City receives formal notice that the person who submitted the form pursuant to division (b) hereof is not or is no longer a lawful possessor and occupant of the premises.

(f) A copy of the "Do Not Knock Registry" shall be made available for public inspection at all times during normal business hours at the office of the Director of Public Safety and shall be given to every person who applies for a license pursuant to Section 862.03 or registers pursuant to that section.

(g) Notwithstanding any other provision of this chapter, no solicitor, peddler or canvasser, while soliciting, peddling or canvassing, shall call upon, knock at the door or ring the doorbell of any residence, house, apartment or other dwelling in the City which is at that time on the "Do Not Knock Registry" established and maintained pursuant to this chapter or upon which there is posted at the entrance a notice which reads "No Peddlers, Solicitors or Canvassers Allowed," or words of similar import, which clearly prohibit solicitors, peddlers or canvassers on the premises, unless such person has previously been invited upon the premises by the lawful possessor and occupant thereof.

(Ord. 94-201. Passed 10-18-94; Ord. 09-91. Passed 9-1-09.)

862.99 PENALTY.

Whoever violates or fails to comply with any of the provisions of this chapter is guilty of a minor misdemeanor for a first offense; for a second offense, such person is guilty of a misdemeanor of the third degree; for a third or subsequent offense, such person shall be guilty of a misdemeanor of the second degree. Whoever is convicted of or pleads guilty to a misdemeanor, or minor misdemeanor shall be sentenced in accordance with Section 698.02. A separate offense shall be deemed committed each day during or on which a violation or noncompliance occurs or continues.

(Ord. 94-201. Passed 10-18-94; Ord. 05-13. Passed 3-15-05.)

NRPD add language that advises contractors to make sure they register also with Building Department too if they are doing work

In the city per our ordinances.

1444.01

CITY OF NORTH ROYALTON

Solicitors, Peddlers and Canvassers

Information Sheet

The following information will guide you through the process of obtaining a Solicitor's Permit. Included in this packet are the current applicable ordinances. To ensure compliance, please make sure that you and your representatives are familiar with them prior to soliciting in the City of North Royalton.

Please complete, sign and return the application (green form). In addition, provide a list of names, addresses, social security numbers and dates of birth of all representatives who are to be listed on this permit. Each of your representatives must be fingerprinted and background checked by BCI prior to soliciting in the city. For your convenience, a list of "web-check" fingerprint locations is attached. You can also find other locations by logging onto the Attorney General's website at www.webcheck.ag.state.oh.us. Have the web-check operator send the fingerprints directly to:

North Royalton Police Department
14000 Bennett Road
North Royalton, Ohio 44133
Attn: Office of the Chief of Police

Once the completed background checks have been received and approved, you will be issued your permit and given a Vendor ID number; both of which are valid for 90 days. Prior to beginning your solicitation, you must check the city's website and obtain a current "Do Not Knock" list. This is a list of residents who have registered with us and requested that solicitors/canvassers/peddlers **DO NOT** call upon them.

(City ordinance, section 862.06; revised by ordinance 09-91, effective 09-01-2009.)

To obtain the current list, access the city's website, www.northroyalton.org and click on the "Do Not Knock" link (or type in URL: <http://dnk.northroyalton.org>). In the left hand panel, click on "Vendor List" and enter your Vendor ID number. Please note the date/time stamp on the list that comes up, since the Do Not Knock list is constantly being updated as more residents opt in or out of the database. ***It is your responsibility to provide your representatives with the most current list available on the day(s) that they are soliciting/canvassing/peddling in the City of North Royalton.***

If the address list only shows 1 of 1 page, click the refresh button (⌂) to display all of the records. You can sort alphabetically by street name or numerically by house address by placing your cursor at the top of the column that you wish to sort. If you wish to select a specific street, enter a % sign, and then the **full street name** (e.g. Ridge Road) in the "Print street" box. Click "Print", choose PDF or Excel in the format box, and then click on Export. You can then print the list.

If you have any questions pertaining to this matter, you may contact the Director of Public Safety at 440-582-6216, extension 2213.



North Royalton Police Department

14000 Bennett Road North Royalton, Ohio 44133
Phone: 440-582-6216

Solicitors Permit Application

In accordance with sections 214.05 and 862.01 of the Codified Ordinances of the City of North Royalton, applicants seeking solicitor's permits must submit to fingerprint analysis by the Ohio Bureau of Criminal Identification; they must affirm the application form; and they must pay the permit fee upon the issuance of their permit as authorized by the Chief of Police.

Applicant's Information

Full Name (Last): _____ (First): _____ (MI): _____
Address: _____ City: _____ ST: _____ Zip: _____
Social Security Number: _____ Date of Birth: _____
Your Age: _____ Driver's License #: _____ State of Issue: _____
Sex: _____ Height: _____ Weight: _____ Eye Color: _____ Hair Color: _____

Applicant's Motor Vehicle Information

License Plate Number: _____ State of Issue: _____ Date Valid: _____
Vehicle Make: _____ Model: _____ Year: _____ Color: _____

Company Information

Company Name: _____ Phone Number: _____
Address: _____ City: _____ ST: _____ Zip: _____
Area(s) to be solicited: _____
Goods or Services to be solicited: _____

Applicant's Affirmation

Having been duly sworn, I, the undersigned, affirm that all information contained in this application is true to the best of my knowledge. I authorize the City of North Royalton, and/or its agents, to make inquiries relative to the background, character and reputation of my company and all applicants covered by this application and permit.

Today's Date: _____ Signature: _____

Sworn before me this _____ day of _____ in the year: _____

SEAL

Notary Public / Clerk of Courts

Permit Approved: _____ Denied: _____ Reasoning: _____
Fee Paid: _____ Investigated by: _____
Chief's Approval: _____ Date: _____

Draft from Law Dept.

Additional language to include with the solicitor's permit.

PLEASE BE ADVISED THAT IN ADDITION TO YOUR SOLICITOR PERMIT, YOU MAY BE REQUIRED TO BE REGISTERED AS A CONTRACTOR WITH THE NORTH ROYALTON BUILDING DEPARTMENT. North Royalton Ordinance Chapter 1444 requires contractors to register with the Building Department as set forth in Chapter 1444, a copy of which is attached hereto.

Contact the Building Department at 440.582.3000 with any questions or to inquire as to the Registration Process.

1444.01 REGISTRATION REQUIRED.

(a) Persons engaged as a contractor in any of the following crafts, trades and businesses shall be subject to this chapter and may be permitted to engage in multiple trades providing such trade is similar in nature to such trade: asphalt/concrete road paving, dry wall/plastering, electrical, excavating and/or earth moving, general carpentry, H.V.A.C., masonry, painting and/or decorating, plumbing, sewer, sign, erectors, glazing, landscaping/irrigation, ornamental iron work, roofing, tile setting, cement, fence, insulation, demolition, fire suppression, security system, central vac system, pipe fitter, garage door, utilities, water proofing, fire protection, swimming pool, clearing, siding contractor, septic tank cleaner, kitchen cabinet, low voltage, telephone and cable installers, satellite installers, wireless communication/antenna installers, steel erectors and any specialty contractor not listed, such as general contractors, street or road builders, etc. Example: A carpenter may be registered as a carpenter and as such be registered to perform all carpentry work - build decks, wood fences, framing, cabinetry, drywall, steel studs, insulation, roofing and window installation upon verification of experience in such trades.

(b) No person shall permit another to contract or engage in any of the listed trades under his or her registration. Obtaining of permits for an unregistered contractor shall result in the suspension of the registration of the contractor responsible for such action.

(c) Application for registration shall be obtained from the North Royalton Building Department and submitted to same for approval by the Building Commissioner. Such application shall contain the full name of applicant and the current address of same along with current telephone number. Such application shall list the names of not more than two employees permitted to obtain permits for registrant. Each applicant shall submit evidence of three years experience in said trade by submitting any of the following: federal tax forms, contracts, licenses of other Municipalities, etc., or in the case of electrical, plumbing, heating, refrigeration, hydronics, their State Licenses as required by the State of Ohio to engage in such trades. (Ord. 1977-56. Passed 5-4-77; Ord. 98-162. Passed 9-1-98; Ord. 99-63. Passed 4-20-99; Ord. 02-141. Passed 10-1-02; Ord. 05-26. Passed 3-15-05.)

CHAPTER 214
General Fee Schedule

(j) Contractors.

(1) There shall be an initial registration fee of \$150.00 and a renewal registration fee of \$100.00 for a license for all contractors who desire to perform work or engage in contracts for work as listed in Section 1444.01(a) within the City. Such registration shall be obtained prior to commencement of any work within the City. All registrations are for a period of one year or portion thereof depending on date of registration.

(2) Every applicant for registration as a worker in various trades, contracting work and crafts shall, upon the approval of his or her application, furnish and file with the Building Department a bond in the penal amount of \$25,000 for each of the contracting capacities in which he or she desires to perform work in the City. Such bonds shall be approved as to form by the Director of Law and as to sufficiency of surety by the Mayor. Such bonds shall guarantee full and faithful compliance by the applicant with all provisions and regulations of applicable building codes of the City, the State or any subdivision thereof now or hereafter having power and authority to regulate the construction of buildings or having structures in the City.

(3) Every applicant for registration shall deposit with the Building Department evidence of a public liability insurance policy insuring the City against any loss or damage to persons or property resulting from or growing out of work being done or uncompleted. The amount of such insurance shall be at least \$1,000,000. The amount of such insurance shall be at least \$250,000 in case of injury or death to one person, and \$500,000 in case of injury or death to more than one person. In case of property damage resulting from but not limited to uncompleted work or damages caused by accident, the limits of liability shall be \$500,000 per non-completion or accident, with a total aggregate liability of \$1,000,000. All policies shall be subject to the approval of the Director of Law.



City of North Royalton

Mayor Robert A. Stefanik

Community Development, Building Division

Dan Kulchytsky Building Commissioner

11545 Royalton Road, North Royalton, OH 44133

Phone: 440-582-3000

Fax: 440-582-3089

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 48 and submit the completed form directly to RITA. Questions regarding this form can be referred to the phone number at the bottom of the RITA application. Applications can be downloaded from www.RitaOhio.com.
- 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



City of North Royalton

Mayor Robert A. Stefanik

Community Development, Building Division

Dan Kulchytsky Building Commissioner

11545 Royalton Road, North Royalton, OH 44133

Phone: 440-582-3000

Fax: 440-582-3089

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:

Name of Business

Business Address

City, State and Postal Code

Phone

Fax

Email

2. Authorized Representative:

Name of Authorized Representative (officer, partner or principal)

Address

City, State and Postal Code

Alternate / Mobile Phone

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

North Royalton Contractor Registration Number

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

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

**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)