

CONTRACTOR REGISTRATION INSTRUCTION SHEET

BLDG I, BLDG II, BLDG III, EXCAVATING, MOVING & DEMO, ROOFING & TINSMITH, SIGN ERECTOR, & ELECTRICAL II CONTRACTORS, must submit the three page application, three letters of reference from anyone who knows the applicant's work, a copy of a certificate of insurance with the City of Elyria named as certificate holder, and a \$100 fee. The letters of reference must reference the applicant's name, not just the name of the company, as we license the individual. The company name on the application must match the company name on the certificate of insurance exactly. A copy of Worker's Compensation certificate is required if the company has employees.

ELECTRICAL I, HEATING I, HEATING II, HEATING III, HEATING IV, HEATING V, PLUMBING CONTRACTORS, must submit only the first page of the application, a certificate of insurance with the City of Elyria named as certificate holder, a copy of a state license, Workers Comp certificate if you have employees, and a \$100 fee. The certificate of insurance must match the name of the company on the application.

Applications for EXCAVATING CONTRACTORS are reviewed by the City Engineer who also requires a Worker's Compensation certificate, if the company has employees.

For those who are applying for Bldg. I registration, a test on the **2007 Ohio Building Code** is administered at the Bldg. Dept. after approval of the application by the Chief Building Official. The test is given Monday through Friday between 8:00am and 2:00pm., with a two hour limit. The test is open book and the applicant must provide his or her own book. There is a \$25.00 exam fee when the test is administered and a \$100.00 registration fee after passage of the test.

For those who are applying for Bldg. II registration, a test on the **2006 Residential Code of Ohio** is administered at the Bldg. Dept. after approval of the application by the Chief Building Official. The test is given Monday through Friday between 8:00 am. and 1:00 pm., with a three hour limit. The test is open book and the applicant must provide his or her own book. There is a \$25.00 exam fee when the test is administered and \$100.00 registration fee after passage of the test.