



City of Elyria

Building Department

Elyria City Hall
131 Court Street, Suite 101
Elyria, OH 44035

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CONTRACTOR REGISTRATION

INSTRUCTION SHEET

ALL CONTRACTOR'S

RESIDENTIAL, COMMERCIAL, EXCAVATION, DEMOLITION, SIGN RECETOR.

Must submit the three (3) page application, three (3) copies of registrations from other jurisdictions or three (3) letters of reference from anyone who knows the applicant's work, a copy of a certificate of insurance and a \$25,000 Bond with the City of Elyria named as certificate holder, and a \$100.00 fee. The letters of reference must reference the applicant's name, not just the name of the company, as the City of Elyria licenses 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.

NOTE: THE CITY OF ELYRIA'S ENGINEERING DEPARTMENT REVIEWS APPLICATIONS FOR EXCAVATION CONTRACTORS and also requires a WORKER'S COMPENSATION CERTIFICATE.

ELECTRICAL, FIRE ALARM, MECHAINICAL, HYDRONICS, REFRIGERATION and PLUMBING CONTRACTORS, must submit only the first page of the application with a copy of their STATE LICENSE along with the Workers Compensation Certificate, Insurance and Bonding Information.