CONTRACTOR REGISTRATION
INSTRUCTION SHEET
(Commercial & Residential)

BLDG I, BLDG II, BLDG III, EXCAVATING, MOVING, DEMO, & SIGN ERECTOR CONTRACTORS. Please submit the three-page application, three letters of reference from anyone who knows the applicant's work, or copies of current registrations from 3 other jurisdictions, a copy of a certificate of insurance with the City of Elyria named as certificate holder, 25K Bond and a $125 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, FIRE ALARM, FIRE SUPPRESSION, MECHANICAL, HYDRONICS, REFRIGERATION & 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, 25K Bond and a $125 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.

Please note Building Department policy may require certain applicants to take a written or oral test if the applicant is unable to demonstrate practical experience necessary to obtain the specific license listed. For those who are applying for **Bldg. I (Commercial) or Bldg. II (Residential)** registration, a test on the **2024 Ohio Building Code or the 2019 Residential Code of Ohio** is administered at the Bldg. Dept., after approval of the application by the Chief Building Official. The test is given M- F 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 $ 0 exam fee when the test is administered, but a $125.00 registration fee will be due, if approved.

-Renewal Process-

1. All applicants that are currently registered will receive an annual renewal notice in the mail prior to year-end expiration. Fees due will be $100.00, **if** submitted prior to expiration.
2. Please attach an updated copy of your OCILB Certificate or Fire Marshal Certificate. (Trade Cont. Only)
3. Please attach proof of a twenty-Five Thousand Dollar ($25 K) Bond during the period of registration.
4. Please attach a certificate of liability insurance, naming the City of Elyria as the Certificate Holder.
5. Any renewals not returned by January 31 st, will be charged an additional $25.00. (Total $125.00)
6. Please make checks payable to City of Elyria, or render via a credit card over the phone. 440-326-1491 Option 1