



**Board of Commissioners**

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**CONTRACTOR REGISTRATION LEGISLATION**

Resolution number 07-0160 adopted on February 22, 2007 with an effective date of April 1, 2007; by the Portage County Board of Commissioners, requires certain contractors to obtain an annual Certificate of Registration.

The following list of contractors shall be required to obtain a Certificate of Registration for each type of work being applied for and performed, from the Portage County Building Department prior to obtaining their respective permits:

**General Construction Contractor**

- Roofing Contractor's-No OCILB license needed to register

**Electrical Contractor**

- Low Voltage Contractor's-No OCILB license needed to register

**Mechanical Contractor**

- Fireplace Insert Contractor's-No OCILB license needed to register

**Fire Suppression Contractor**

**Fire Alarm Contractor**

**Refrigeration Contractor**

**Hydronics Contractor**

The following items are required to be submitted at the time of application:

- Application** The Contractor Application for Certificate of Registration shall be completed, signed by the applicant and their signature notarized, as indicated on the application. NOTE: The Building Department offers this Notary service, free of charge to the applicant; therefore, if you are using our Notary service, you must sign the application in front of the Notary.
- Bond** Each applicant shall furnish a Performance Bond in the amount of ten thousand (\$10,000) dollars, guaranteeing materials, workmanship and conformity with the current and adopted Ohio Building Codes and any other rules and regulations adopted by the County of Portage. This must be provided on the Portage County Bond form and the original completed and signed document must be submitted – no copies, duplicates, faxes or other electronic submissions will be accepted. NOTE: The bond must bear the Corporate Seal of the Insurance Company and be accompanied by the Insurance Company Legal Power of Attorney.
- Fee** An annual application fee of one hundred (\$100) dollars is due at the time of registration.
- Insurance** Each applicant shall furnish evidence of insurance for bodily injury in the amount of one hundred thousand / three hundred thousand (\$100,000 / \$300,000) dollars, and a minimum of fifty thousand (\$50,000) dollars for property damages, with Portage County indicated as the certificate holder.
- Term** Annual registration runs concurrent with the calendar year (January 1 through December 31). NOTE: Any application or renewal received after November 1<sup>st</sup> can be



carried through the following year, as long as the Contractor Bond submitted, indicates a termination date through the end of the following year.

(continued)

## Contractor Registration Legislation

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Dual Registration	<p>It is possible for a contractor to apply for more than one registration (e.g. an electrical contractor who also applies for fire alarm). In these cases the contractor must apply for both Registrations, including the submission of an application and annual fee for both, plus the applicable State license or certification associated with the application type. A new Bond and Insurance documents are not required as long as those submitted match the company name on both applications. If a different company name is used, based on the business type, then a Bond and Insurance document bearing the name of each shall be submitted.</p>
Revocation	<p>The Certificate of Registration may be revoked by the Director of the Portage County Building Department, when in the opinion of the Director, such action is justified, including but not limited to the following:</p> <ul style="list-style-type: none"><li>• Misrepresentation of material facts by the applicant in obtaining a Certificate of Registration.</li><li>• Improper use of a Certificate of Registration.</li><li>• Faulty and/or defective workmanship or workmanship not in compliance with applicable Codes and Regulations.</li><li>• Deviation from approved plans and specifications on file with the County Building Department.</li><li>• Non-compliance with, or violation of any provision or regulation of the applicable laws, rules or regulations of the United States, the State of Ohio or the County of Portage.</li></ul> <p>Revocation will be transmitted to the applicant in the form of an Adjudication Order, sent via Certified Mail and shall include the specific reasons for said Revocation and provide the applicable remedies through the Portage County Board of Appeals.</p>
Inspections	<p>The Director of the Portage County Building Department, or his authorized representative shall have access to all work performed by and the material used by a Registered Contractor for inspection as the work progresses. The Director or his authorized representative shall have the authority to approve, reject, or issue a stop work order for such work not in compliance with all applicable codes, regulations and/or non-conformity with approved drawings.</p>
Homeowners Exemption	<p>The provisions of this Resolution shall not apply to any homeowner who desires to assume the responsibility as their own contractor. The homeowner shall submit a completed Affidavit for Homeowners Exemption from Registration to the Director of the Portage County Building Department. Any work performed by the homeowner and others of their choosing shall be subject to all provisions of the Ohio Building Codes and to all applicable inspections.</p>