

# **\*\*\*NO APPLICATION IS REQUIRED TO BE COMPLETED UNLESS THERE IS AN ADDRESS CHANGE.**

## **2017 Contractor Registrations are due by December 31, 2016**

**For General, Electrical, HVAC, Hydronic, Refrigeration, Sprinkler & Fire Alarm**

### **FEE**

Please submit your payment of **\$100.00** , checks made payable to: **PORTAGE COUNTY TREASURER.**

### **STATE CERTIFICATION**

A copy of your state certification must be on file or presented at the time of renewal. For Fire Alarm & Sprinkler, you must present your certificate from the State of Ohio, Department of Commerce, Division of State Fire Marshall.

### **BOND**

Each applicant shall furnish a Performance Bond in the amount of Ten Thousand Dollars (\$10,000.00) guaranteeing material and workmanship in 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. Please have the bonds expire as of **December 31, 2017.** **PLEASE SIGN YOUR BOND.** Also, upon expiration of your existing bond, (our form) a continuation certificate is acceptable. You can visit the county website at: [www.co.portage.oh.us](http://www.co.portage.oh.us) and visit the Building Department for any and all applications/forms necessary.

### **INSURANCE**

Each applicant shall furnish evidence of insurance for bodily injury in the amount of One Hundred Thousand Dollars/Three Hundred Thousand Dollars (\$100,000/\$300,000) and a minimum of Fifty Thousand (\$50,000.00) dollars for property damages, with Portage County indicated as the certificate holder.

### **ADDRESS & PHONE #**

Please notify us of any change in your address, telephone and or cell numbers. **A new application is not necessary to renew.**

**NOTE \*\* PLEASE SEND A SELF ADDRESSED STAMPED ENVELOPE TO RETURN YOUR REGISTRATION AFTER PROCESSING, otherwise it will not be returned.**

**\*\* When mailing permit applications, should you require a copy of your permit, please send in a self addressed stamped envelope.**