

CONTRACTOR APPLICATION FOR CERTIFICATE OF REGISTRATION

(Application only needed for 1st time registering or changes in information, NOT NEEDED FOR RENEWALS)

Portage County Building Department
449 South Meridian Street, Ravenna, OH 44266
Phone (330) 297-3530 Fax (330) 297-3896

Registration# _____

Ck# _____ Rn# _____

FEE: \$100.00 per calendar year

Business Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Cell _____

E-mail Address _____ FED ID# _____

Registration Type:

***NO OCILB LICENSE REQUIRED**

☐ General

☐ Electrical

☐ Mechanical

☐ Hydronics

☐ Fire Alarm

☐ Sprinkler

☐ Refrigeration

☐ Roofing*

☐ Low Voltage*

☐ Fireplace Insert*

MUST ATTACH THE FOLLOWING: \$10,000 Contractor Bond, [use Portage County Bond Form], copy of proof of insurance, copy of Ohio State License for Electrical, Mechanical, Hydronics, Refrigeration, copy of State Fire Marshall registration for Fire Suppression. All forms must be current.

PRINTED NAME AND SIGNATURE OF LICENSE HOLDER:

PRINT NAME

SIGNATURE

DATE

Notary _____ Today's Date _____

My Commission Expires _____

(SEAL)

NOTE Certificate of registration expires December 31st of each year. Please keep all required documents updated throughout the year to avoid a delay in obtaining permits.

NOTE: SEND A SELF ADDRESSED STAMPED ENVELOPE IF YOU WOULD LIKE A RETURNED COPY OF YOUR REGISTRATION AFTER PROCESSING