

**City Of Brunswick  
Division of Permits and Inspections  
4095 Center Road  
Brunswick, Ohio 44212  
(330) 558-6830**



**ANNUAL CONTRACTOR REGISTRATION**

**REGISTRATION IS REQUIRED OF ALL CONTRACTORS PERFORMING WORK OR PROVIDING SERVICES COVERED BY THE BUILDING CODE** (per Chapter 1442 of the City of Brunswick Codified Ordinances).

Include the following items:

- Pre-Qualification Questionnaire  
To be completed by all contractors that have more than five (5) employees and the cost of the work is more than \$250,000.
- Registration form
  - a. New Contractors - Completed Business Registration form.
  - b. Renewals - The City will no longer be mailing out renewal applications. Please contact the Building Department to obtain a renewal form.
- Indemnification Bond  
A bond in the amount of **\$25,000** to guarantee full and faithful compliance with all provisions of the City's Building and Housing Code, ordinances of the City and/or rules and regulations, binding the surety thereon to correct or abate any violation of them. **A standard bonding company form may be used.**
- Liability Insurance
  - a. Naming the City of Brunswick as Certificate Holder.
  - b. Bodily Injury in the amount of **\$100,000/\$300,000** (per person) for accidental injury.
  - c. Property Damage in the amount of at least **\$50,000**.
- State Certification  
Electrical, HVAC, Plumbing, Automatic Sprinklers and Fire Protection, and Alarm Systems
- Fee  
Submit an annual fee of **\$125** made payable to the City of Brunswick.
- Self-addressed, stamped envelope  
If you would like a receipt and a copy of your certificate, please include a self-addressed, stamped envelope.

All contractors and subcontractors must be registered prior to the issuance of a permit. Contractors who begin work in the city without first registering may be subject to a stop work order and court citation. The fine for this offense is considered to be a first-degree misdemeanor with a daily penalty of up to \$1000 and 6 months in jail.

All contractors (whether engaged as a prime or subcontractor) must fully comply with all applicable city, state and federal codes including, but not limited to; worker's compensation laws, unemployment compensation laws, (whether state and/or federal), all applicable withholding taxes for employees, and applicable permit fees. Failure to so comply may result in fine and/or imprisonment as otherwise provided by law as well as revocation of registration.

**Registrations expire December 31<sup>st</sup>.**

**Current Codes:**        2006 Ohio Residential Code  
                                  2007 Ohio Building Code  
                                  2008 National Electrical Code

Revised 5/25/2011