

**City of Brunswick**  
**Division of Building**  
**4095 Center Road**  
**Brunswick, Ohio 44212**  
**(330) 558-6830**



## ANNUAL CONTRACTOR BUSINESS REGISTRATION RENEWAL FORM

### APPLICATION REQUIREMENTS CHECK-LIST / ATTACHMENTS:

*(Failure to include the following WILL delay the processing of your application).*

- REGISTRATION FEE - \$125** Check payable to the City of Brunswick.
  - a. Additional \$125 is required for each additional state certified registration type.
- \$25,000 INDEMNIFICATION BOND**
  - a. Only **ORIGINAL** bonds will be accepted.
  - b. Bond is to **expire December 31<sup>st</sup>** of the current year. If registering after November 1<sup>st</sup> the bond should be written so that it will expire on December 31<sup>st</sup> of the following year.
  - c. The City of Brunswick does not provide a bond form.
- LIABILITY INSURANCE**
  - a. Name 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
- IF APPLICABLE A CURRENT STATE CERTIFICATION** – Attach a copy of the state license for: Electrical, HVAC, Plumbing, Automatic Sprinklers & Fire Protection, & Alarm Systems
- OHIO BUREAU OF WORKERS' COMPENSATION CERTIFICATE**
- IF APPLICABLE, A List Of Subcontractors To Be Utilized, Including Address & Contact Information, This List MUST Remain Current & MUST Be Updated In Writing With The City As Changes Occur**
- A STAMPED, SELF-ADDRESSED ENVELOPE (if you desire a copy of your registration mailed to you)**

Type of Registration, i.e. General, Electrical, HVAC, Plumbing, Roofing, etc.:

Applicant's Name (Owner/Officer of Company)

Phone (Business)

Applicant's Address (Residence)

Phone (Cell)

City, State, Zip

Phone (Home)

Company Name

Phone (Fax)

Company Address

E-Mail

City, State, Zip

Registration #

**PLEASE READ & SIGN THE REVERSE SIDE OF THIS APPLICATION, (NOTARIZATION IS REQUIRED)**

**FOR OFFICE USE:**

Date Issued \_\_\_\_\_

Receipt # \_\_\_\_\_

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**ANNUAL CONTRACTOR BUSINESS REGISTRATION RENEWAL FORM**  
**SECTION 1442.02 OF THE CODIFIED ORDINANCES OF THE CITY OF BRUNSWICK:**  
**APPLICATIONS; QUALIFICATIONS**

An application for a certificate of registration required by Section 1442.01 shall be upon a form issued by the Building Official & Income Tax Division that contains the following information:

- (1) A list of all subcontractors to be utilized, including address & contact information, which list must remain current & updated in writing with the City as necessary;
- (2) Evidence from a proper licensing authority, if applicable, that the applicant has received all necessary licenses;
- (3) Certification that the applicant has not had a license revoked in any state or municipality;
- (4) Certification that the applicant has not been penalized or debarred from any public contract in the previous five years for providing falsified certified payroll records or other violation of the Fair Labor Standards Act;
- (5) Certification that the applicant maintains a substance abuse policy for its personnel per Ohio Governor's Executive Order No. 2002-13T;
- (6) Certification that the applicant does not have a Bureau of Workers' Compensation Experience Modification Rating greater than 2.0;
- (7) Certification that the applicant has not had any "serious", "intentional" or "willful" violations of any Occupational Safety & Health Administration regulations in the previous two years;
- (8) Certification that the applicant has not had any convictions for violations of the Brunswick Building or Zoning Codes within the previous five years;
- (9) Certification that the applicant has not had any performance or indemnification bonds exercised on any projects within the previous ten years;
- (10) Certification that all subcontractors utilized will obtain a certificate of registration from the City prior to being utilized in any project in the City;
- (11) Certification that all individuals being issued an IRS Form 1099 will be considered independent contractors & will obtain a certificate of registration from the City prior to being utilized in any project in the City; &
- (12) Such additional information as the Chief Building Official or designee may deem advisable. A certificate of registration shall be granted if the application fully conforms with the requirements of this section & the Chief Building Official finds that the applicant is qualified to perform the work for which the application is sought.

(Ord. 19-16. Passed 3-28-16.)

**Certification:**

I do hereby certify that I have read the provisions of Section 1442.02, as stated above, of the Codified Ordinances of the City of Brunswick; that I am fully aware of the requirements of the same; & that in the event that I am required to sublet work, that I agree to engage only registered contractors & that any misrepresentation of data or facts will be cause for refusal of Certificate of Registration or revocation of the Certificate when issued, & that I shall abide by all rules & regulations as required.

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notarized by:

\_\_\_\_\_  
Date

My Commission expires on: \_\_\_\_\_

(Revised 3/18/2019)