



City of Cincinnati Contractor Registration Program

Effective January 1, 2008, all permitted construction work within the corporation limits of the City of Cincinnati shall only be transacted by a registered building construction contractor. Contractor registration is just one facet of the newly established Chapter 1106 of the Cincinnati Municipal Code. The primary intent of the ordinance is to provide a level of consumer protection by ensuring that all building construction contractors are registered, bonded, insured and current with their income taxes.

Contained in the ordinance, there are three contractor registration categories:

- **Home Improvement Contractor.** This category will include all contractors that are involved in the repair, remodeling, alteration, improvement, or addition to any building used as a private residence in one, two and three family structures.
- **OCILB Licensed Specialty Contractors.** This category is for contractors that are licensed by the state through the Ohio Construction Industry Licensing Board in the following fields:
 - Electrical contractor;
 - Plumbing contractor;
 - Heating, ventilating and air-conditioning (HVAC) contractor;
 - Hydronics (steam and hot water) contractor;
 - Refrigeration contractor
- **Building Construction Contractor.** This designation will apply to all other contractors that are not addressed in the two previous descriptions. This classification shall also include the new construction of one, two and three family dwellings.

Contractors wishing to be registered shall make application to the Bureau of Buildings and Inspections where their application for registration will be reviewed and processed based on the minimum requirements that are listed in the ordinance. For a **Home Improvement Contractor or Building Construction**, registration is dependent upon the initial submittal and continued maintenance of all the following:

1. Contractor Registration Application. Completed and signed by the person chosen to be the responsible party for the company. The application must be notarized.
2. A Bond in the amount of \$10,000.
3. A Certificate of Liability Insurance. Written by an insurance company licensed to do business in the State of Ohio with the limits of liability no less than (\$100,000) for damages to a single person, and (\$300,000) for one (1) occurrence.
4. Proof of Ohio workers compensation coverage; and
5. An account in good standing with the City Income Tax Division.

For an **OCILB Licensed Specialty Contractors** the minimum requirements will be:

1. Contractor Registration Application. Completed and signed by the OCILB licensed individual for the company. The application must be notarized.
2. A current, valid OCILB specialty contractor license and its required liability insurance coverage;
3. A Bond in the amount of \$10,000.

4. State of Ohio workers compensation coverage; and
5. An account in good standing with the City Income Tax Division.

Exemptions from the registration requirements will be:

- ❑ The owner of a one (1), two (2) or three (3) family dwelling shall be exempt from registration as long as the homeowner personally performs the work upon the premises and said owner will occupy the residence for at least one year.
- ❑ An architect, professional engineer, or any other such person who is required by the Ohio Revised Code to attain standards of competency or experience is considered a professional service provider. When such an individual is acting exclusively within the scope of the profession for which they are either licensed or registered, they are exempted from registration as a contractor.

Annual renewal fee: The initial registration and annual renewal fee will be \$125 for all registrations. A contractor may apply for a registration for a one, two or three-year period of time. Registration shall be renewable during the thirty-day period immediately preceding the expiration date.

Penalties: Whoever violates any provision of Chapter 1106 of the Cincinnati Municipal Code will be subject to a series of penalties with the first violation being written as a \$500 fine. This first citation can be appealed through the administrative hearing process where the contractor will be given the option to become registered and have the fine reduced to \$250. A second violation of the ordinance will result in a \$1,000 fine and the contractor will be ineligible to register under this chapter for a period of one year from the date of the violation.

The Bureau of Buildings and Inspections is accepting applications for registration at the Business Development and Permit Center located at 3300 Central Parkway, Cincinnati, Ohio 45225. Application information, bond and assignment forms may be accessed by visiting: <http://www.cincinnati-oh.gov/bldginsp/pages/-17928-/> or you may call the Bureau of Buildings at 352-3260 for additional assistance.