

## **GENERAL INFORMATION FOR CONTRACTOR REGISTRATION**

**CITY OF CINCINNATI – DEPARTMENT OF PLANNING – BUILDINGS AND INSPECTIONS DIVISION  
3300 CENTRAL PARKWAY – CINCINNATI, OHIO – 45225 – 513. 352. 3260 (PHONE) – 513. 352.1504 (FAX)  
WWW.CINCINNATI-OH.GOV**

Chapter 1106 of the Cincinnati Municipal Code requires the following be presented in order to secure a Building Construction, Home Improvement or Specialty Contractor Registration:

**Note: Company name and/or individual name must be listed exactly the same on all documents**

- 1. A Contractor Registration Application.** Completed and signed by the person chosen to be the responsible party for the company. This application must be notarized.
- 2. A Bond in the amount of \$10,000.** THE ENCLOSED BOND FORM MUST BE USED. Specific information for bond completion may be found on the enclosed bond information sheet.
- 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 one hundred thousand dollars (\$100,000) for damages to a single person, and three hundred thousand dollars (\$300,000) for one (1) occurrence.
- 4. Proof of Ohio Workers Compensation coverage.**
- 5. Assignment of Registration.** If assigning the registration to a business concern, a completed and signed Contractor Registration Assignment/Authorized Signer Form is required. When an assignment is made, all documents are to be completed in the name of the business. When completing the assignment form, a list of full time employees of the business, including registrant must be provided. These individuals are required to sign the assignment form. Only persons whose signatures appear on the assignment form are authorized to sign permit applications.
- 6. Social Security Number.** If assigning the registration to a business concern, the Federal Taxpayer ID Number of that business concern or responsible party's Social Security Number is required. Registration with the Income Tax Division will be processed from the application data.
- 7. Registration Fee.** The registration fee is \$125.00. Payment may be made in person or by mail to:

Contractor Registration  
City of Cincinnati  
Buildings and Inspections Division  
3300 Central Parkway  
Cincinnati, Ohio 45225

Checks are to be made payable to "City of Cincinnati"

**MINIMUM PROCESSING TIME FOR SUBMITTED DOCUMENTS IS 10 BUSINESS DAYS!**

If additional information is needed, please call 513-352-3260

Forms and other information can be found at our website at <http://www.cincinnati-oh.gov/buildings/>