

CONTRACTOR REGISTRATION/REQUIREMENTS

FAQ's

What type of contractors need to be registered?

- Home Improvement Contractor. This category will include all contractors that are involved in 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.

What information is needed for registration?

- Contractor Registration Application. Completed and signed by the person chosen to be the responsible party for the company. This application must be notarized.
- 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.
- 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.
- Proof of Ohio Workers Compensation coverage.

- Assignment of Registration. If assigning the registration to a business concern, a completed, signed and notarized 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 and a list of individuals that will be authorized to apply for permits in the name of said business must sign the form. Additional signature sheets may be attached as necessary. Only persons whose signatures appear on the assignment form are authorized to sign permit applications.
- Registered Contractor Sub List. A general contractor shall provide with the request for Certificate of Occupancy a list of all subcontractors used on the project for which the Certificate of Occupancy is being sought.
- Social Security Number/Federal Id 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. Paperwork that has omitted either of these pieces of identification will be returned without being processed. Registration with the Income Tax Division will be processed from the application data.
- Registration Fee: The registration fee is \$125.00. Payment may be made in person or by mail to:

Business Development and Permit Center
Contractor Registration
3300 Central Parkway
Cincinnati, OH 45225

Checks payable to the "City of Cincinnati"

Download a copy of the contractor registration package at www.cincinnati-oh.gov/bldginsp/downloads/bldginsp_pdf17931.pdf

When does the Contractor Registration and bond expire?

- A Contractor Registration can be issued for a one, two or three year period. All bond expiration dates must coincide with the Contractor Registration expiration date. Example: If the Contractor Registration date expires 1/31/2009 the Bond expiration date must read 1/31/2009, if the registration is to cover two years the bond expiration date must read 1/31/10 to cover the number of year(s) of the length of the registration.

- The expiration date of an OCILB Licensed Contractor registration must coincide with their state license expiration date. (month and day) If the Contractor Registration date expires on 1/31/2009, the State license must expire on 1/31.
 - FIRST TIME APPLICANTS ONLY (OCILB): If the expiration date of the state license does not meet the expiration date of the Contractor Registration date. Additional months will be charged \$10.42 to bring the expiration date current with the state license date.

When do I renew my registration?

- Registration shall be renewable during the thirty-day period immediately preceding the expiration date.

Why do I need Liability Insurance?

- Liability Insurance provides protection from claims arising from injuries or damage to other people or property.

Who is exempt from registration?

- The owner of a one, two or three family dwelling shall be exempt from registration as long as the work upon the premises is personally performed by the homeowner and the residence will be occupied by said owner for at least one year.
- Under such circumstances where the property owner is physically unable to work on the premises a family members/volunteer(s) may assist with the work. This circumstance will be reviewed on an individual basis.
- Maintenance work as described in CBC 1101.17, that is performed by the property owner would be allowable without registration.
- 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.

What about Landlords and Property Management Companies?

- ❑ Work on rental property that is performed with contractor labor, whether it be maintenance work, repair or new construction, Those contracting business shall be registered.
- ❑ Regardless of the employee, contractor relationship there are certain maintenance jobs that must be performed by a state licensed contractor as to comply with the OCILB rules. Those contractors shall also be registered.
- ❑ Landlords with maintenance staff that are actually employees of the property rental business: Are not being viewed as contractors and B&I will not requiring them to register as such. *{As a bases for this interpretation , please review CBC Section 1105-13.4(c)}*

How do I find out if a contractor is registered?

- ❑ You may search our website at <http://cagis.hamilton-co.org/opal/registeredContractors.aspx?entcode=cinc> contractor registration look up table.

What if I operate under more than one business?

- ❑ You must register each business as it's own separate legal entity. In other words, you must register every contractor business you operate that has a separate federal identification number.

What if I have three state license holders for one business?

- ❑ Unfortunately three separate license holders for one business will dictate three separate registrations. The OCILB rules allow the individual license holder to assign their license to only one business entity. The only way B&I has to track that individuals assignments and renewal date is with a separate registration. The good news is, one 10,000 bond in the company name can be used for all three registrations.

Do I need Liability Insurance and/or Workman's Compensation if I am a sole proprietor? Does an OCILB need to show proof of Liability Insurance and/or Workman's Compensation?

- ❑ Liability insurance is a requirement of all registrants and proof of such will be required at the time of registration. State licensed contractors are

required to provide proof of their insurance coverage at the state level upon renewal of their license therefore proof at the time of city registration is not necessary.

- Workers Compensation Coverage:
 - Those sole proprietors and business entities with no employees, that are not required by state law to carry OBWC coverage will not be required to provide proof of coverage at the time of registration.
 - The State of Ohio recognizes the compensation coverage of all other states through a reciprocal interstate agreement. Long term work periods, exceeding 90 days may require the applicant to complete an OBWC election form.
 - *Please refer your questions to the Ohio Bureau of Workers' Compensation*

What are the penalties if I don't get registered, renew my registration or if I don't get the required bond?

- 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.

If I am issued a citation, can I appeal?

- 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.