



## 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.

**BUILDING CONSTRUCTION, HOME IMPROVEMENT AND SPECIALTY  
CONTRACTOR REGISTRATION APPLICATION**

**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**

**Note:** For application requirements for ANY registration, refer to Cincinnati Municipal Code Chapter 1106 General and Specialty Contractors

Please check one of the following contractor registration categories and if applicable, select one of the specialties from the attached list.  
If the description is left blank, you will be listed as a general contractor on our web site.

This application is for registry as a:

Building Construction Contractor specializing in \_\_\_\_\_  
 Home Improvement Contractor specializing in \_\_\_\_\_  
 OCILB Contractor licensed in the following trade: Electrical\_\_\_\_ Mechanical\_\_\_\_ Plumbing\_\_\_\_ Hydronics\_\_\_\_ Refrigeration\_\_\_\_  
 **Contractors License Number** \_\_\_\_\_

**PART I: APPLICANT/REGISTRANT INFORMATION**

Application Date \_\_\_\_\_

I, the undersigned hereby apply for a Contractor Registration, in the City of Cincinnati, Ohio, and for that purpose give the following information and answers to ALL of the questions contained in this application:

Name \_\_\_\_\_

Home Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Home Telephone \_\_\_\_\_ Business Telephone \_\_\_\_\_

E-mail Address \_\_\_\_\_

**PART II: BUSINESS/COMPANY INFORMATION**

Business Name \_\_\_\_\_

Business Mailing Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Business E-mail Address \_\_\_\_\_ Fax # \_\_\_\_\_

Business Type (Check One) Individual Only \_\_\_\_ Sole Proprietorship \_\_\_\_ Partnership \_\_\_\_ Corporation \_\_\_\_

Do you have employees who live or work in Cincinnati? (Check One) Yes\_\_\_\_ No\_\_\_\_

Other (specify)\_\_\_\_\_

**PART III: STATEMENT BY APPLICANT**

I hereby certify that, to the best of my knowledge and belief, all statements made herein or attached are complete and accurate. I understand that any false statements later disclosed may cause loss of my right of registration, and may subject me to prosecution under Ohio Revised Code Section 2921.13

Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

SWORN to before me and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_

Notary Public \_\_\_\_\_ My Commission Expires \_\_\_\_\_

NOTARY SEAL HERE

**Official Use Only**

**ISSUE DATE OF REGISTRATION** \_\_\_\_\_

**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

**CONTRACTOR REGISTRATION BOND FORM**

Bond # \_\_\_\_\_ Date \_\_\_\_\_

Amount \$10,000.00

**KNOW ALL PERSONS BY THESE PRESENTS:**

That (Registrant) \_\_\_\_\_  
 of (Company Name) \_\_\_\_\_  
 as Principal and (Bond Company) \_\_\_\_\_  
 as Surety, are held firmly bound unto the City of Cincinnati, c/o City of Cincinnati, c/o City Treasurer, City Hall,  
 801 Plum Street, Cincinnati, Ohio 45202, as Obligee, in the sum of Ten Thousand and no/100th Dollars  
 (\$10,000.00) to be paid to said Obligee City, its successors and assigns, and for the payment thereof well and  
 truly to be made, we, Principal and Surety, jointly and severally bind ourselves, our heirs, executors,  
 administrators, successors, and assigns firmly by these presents. The conditions of the above obligation are such  
 that:

**WHEREAS**, the above principal has or is about to apply to said Obligee for registration as a  
 \_\_\_\_\_ Contractor for the term  
 commencing this date and ending (MO/DAY/YR) \_\_\_\_\_, pursuant to Chapter 1106 of the  
 City of Cincinnati Municipal Code.

**WHEREAS**, Principal, his agents and employees shall save the City harmless from all loss and damage to  
 persons or property which may be occasioned in any way, by accident or the want of care or skill on applicant's  
 part, in the prosecution of the work contracted, performed, pursued or attempted under such registration, pursuant  
 to Chapter 1106 of the City of Cincinnati Municipal Code as applicable.

**NOW THEREFORE**, if the registration shall be issued to Principal and Principal, his agents and employees shall  
 save the City harmless from all loss and damage to persons or property of the City and aforesaid, then this  
 obligation shall be voided; otherwise, the same shall remain in full force and effect.

**IT IS FURTHER AGREED AND UNDERSTOOD** that Surety Company reserves the right to cancel this bond by  
 giving thirty (30) days written notice to Obligee c/o Administrator for The Building and Inspections Division, 3300  
 Central Parkway, Cincinnati Ohio, 45225, and upon receipt of such cancellation notice, Surety Company is  
 relieved of any further liability. Surety Company will be liable for loss accruing up to the effective date of said  
 cancellation notice, but in no event to exceed said \$10,000.00.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_

Licensee/Registrant \_\_\_\_\_ By \_\_\_\_\_  
 (PRINT OR TYPE NAME) (SIGNATURE)

Surety \_\_\_\_\_ By (Attorney-in-fact) \_\_\_\_\_  
 (PRINT OR TYPE NAME) (SIGNATURE)

Seal:

Approved as to form:  
 \_\_\_\_\_  
 Assistant City Solicitor





CITY OF CINCINNATI  
 DEPARTMENT OF PLANNING  
 BUILDINGS AND INSPECTIONS DIVISION  
 3300 CENTRAL PARKWAY  
 CINCINNATI, OHIO 45225  
 513.352.3260 (PHONE)  
 513.352.1504 (FAX)

Permit #

## Registered Contractor Sub List

### Construction Systems Categories

- A) Substructure
- B) Shell
- C) Interiors
- D) Services
- E) Equipment and Furnishings
- F) Special Construction and Demolition
- G) Building Sitework

**Instructions:**  
 Please choose the form that fits your job. This form is the long version and the categories listed parallel the typical job specification documents. For your convenience there is an abbreviated form that can be used for smaller jobs.

- 1) For applicable categories, fill out the contractors name and registration number completely.
- 2) If at the time of application the contractor has not been determined, please indicate by placing TBD in the contractor field.
- 3) If a category does not apply, please strike through the category or place N/A in the contractor field.

	Trade or Category of Sub Contractor	Contractor or Company Name, Contact and Phone	Registration Number
<b><u>A Construction Systems and Assemblies</u></b>			
<b>A</b>	<b>Substructure</b>		
<b>A10</b>	<b>Foundations</b>		
A1010	Standard Foundations		
A1020	Special Other Foundations		
A1030	Slabs on Grade		
<b>A20</b>	<b>Basement Construction</b>		
A2010	Basement Excavation		

A2020	Basement Walls		
<b><u>B Shell</u></b>			
<b>B10</b>	<b>Superstructure</b>		
B1010	Floor Construction		
B1020	Roof Construction		
<b>B20</b>	<b>Exterior Enclosure</b>		
B2010	Exterior Walls		
B2020	Exterior Windows		
B2030	Exterior Doors		
<b>B30</b>	<b>Roofing</b>		
B3010	Roof Coverings		
B3020	Roof Openings		
<b><u>C Interiors</u></b>			
<b>C10</b>	<b>Interior Construction</b>		
C1010	Partitions		
C1020	Interior Doors		
C1030	Fittings Specialties		
<b>C20</b>	<b>Stairs</b>		
C2010	Stair Construction		
C2020	Stair Finishes		
<b>C30</b>	<b>Interior Finishes</b>		
C3010	Wall Finishes		
C3020	Floor Finishes		
C3030	Ceiling Finishes		
<b><u>D Services</u></b>			
<b>D10</b>	<b>Conveying Systems</b>		
D1010	Elevators and Lifts		

D1020	Escalators and Moving Walks		
D1030	Materials Handling		
D1090	Other Conveying Systems		
<b>D20</b>	<b>Plumbing</b>		
D2010	Plumbing Fixtures		
D2020	Domestic Water Distribution		
D2030	Sanitary Waste		
D2040	Rain Water Drainage		
D2090	Other Plumbing Systems		
<b>D30</b>	<b>Heating, Vent, and Air Cond (HVAC)</b>		
D3010	Fuel Energy Supply Systems		
D3020	Heat Generation Systems		
D3030	Heat Rejection Systems Refrigeration		
D3040	Heat HVAC Distribution Systems		
D3050	Heat Transfer Terminal and Packaged Units		
D3060	HVAC Instrumentation and Controls		
D3070	HVAC Systems Testing, Adjusting, and Balancing		
D3090	Other Special HVAC Systems and Equipment		
<b>D40</b>	<b>Fire Protection Systems</b>		
D4010	Fire Protection Sprinklers Systems		
D4020	Standpipes and Hose Systems		
D4030	Fire Protection Specialties		
D4090	Other Fire Protection Systems		
<b>D50</b>	<b>Electrical Systems</b>		
D5010	Electrical Service and Distribution		
D5020	Lighting and Branch Wiring		
D5030	Communications and Security Systems		
D5040	Special Electrical Systems		
D5050	Electrical Controls and Instrumentation		
D5060	Electrical Testing		
D5090	Other Electrical Systems		
<b><u>E Equipment and Furnishings</u></b>			

<b>E10</b>	<b>Equipment</b>		
E1010	Commercial Equipment		
E1020	Institutional Equipment		
E1030	Vehicular Equipment		
E1090	Other Equipment		
<b>E20</b>	<b>Furnishings</b>		
E2010	Fixed Furnishings		
E2020	Movable Furnishings		
<b><u>F Special Construction and Demolition</u></b>			
<b>F10</b>	<b>Special Construction</b>		
F1010	Special Structures		
F1020	Integrated Construction		
F1030	Special Construction Systems		
F1040	Special Facilities		
F1050	Special Controls and Instrumentation		
<b>F20</b>	<b>Selective Demolition</b>		
F2010	Building Elements Demolition		
F2020	Hazardous Components Abatement		
<b><u>G Building Sitework</u></b>			
<b>G10</b>	<b>Site Preparation</b>		
G1010	Site Clearing		
G1020	Site Demolition and Relocations		
G1030	Site Earthwork		
G1040	Hazardous Waste Remediation		
<b>G20</b>	<b>Site Improvements</b>		
G2010	Roadways		
G2020	Parking Lots		
G2030	Pedestrian Paving		

G2040	Site Development		
G2050	Landscaping		
<b>G30</b>	<b>Site Civil/Mechanical Utilities</b>		
G3010	Water Supply		
G3020	Sanitary Sewer		
G3030	Storm Sewer		
G3040	Heating Distribution		
G3050	Cooling Distribution		
G3060	Fuel Distribution		
G3090	Other Site Mechanical Utilities		
<b>G40</b>	<b>Site Electrical Utilities</b>		
G4010	Electrical Distribution		
G4020	Site Lighting		
G4030	Site Communications and Security		
G4090	Other Site Electrical Utilities		
<b>G90</b>	<b>Other Site Construction</b>		
G9010	Service Tunnels		
G9090	Other Site Systems		
	<b><u>Other Subcontractors not listed above</u></b>		
	<b>Trade or Work Type</b>	<b>Contractor or Company Name, Contact and Phone</b>	<b>Registration #</b>
1			
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Permit #

## Registered Contractor Sub List Abbreviated

**Instructions:**

Please choose the form that best fits the size of your job. This form is the abbreviated version of the log form and it contains the construction categories typically listed as sub contractors on a smaller project. For your convenience there is an long form that can be used for larger jobs.

- 1) For applicable categories, fill out the contractors name and registration number completely.
- 2) If at the time of application the contractor has not been determined, please indicate by placing TBD in the contractor field.
- 3) If a category does not apply, please strike through the category or place N/A in the contractor field.

	Trade or Category of Sub Contractor	Contractor or Company Name, Contact and Phone	Registration Number
<b><u>Building Sitework</u></b>			
<b>Site Preparation</b>			
	Site Earthwork		
<b>Site Improvements</b>			
	Roadways and Driveways		
	Concrete Flat Work and Pedestrian Paving		
<b><u>Structure and Exterior Finishes</u></b>			
<b>Foundation</b>			
	Footings and Foundation Contractor		
	Other Foundation		
<b>Framing</b>			
	Floor, Walls and Roof Construction		
	Steel and Columns		
	Other Framing		
<b>Exterior Enclosure</b>			
	Exterior Walls, Brick and Siding		
	Gutter and Downspouts		
	Other Exterior Finishes		
<b>Roofing</b>			
	Roof Coverings		
<b>Insulation Contractor</b>			
	Insulation, Walls and Ceiling		
	Foundation Insulation		
<b><u>Interior Finishes</u></b>			
	Finish Carpentry		
	Kitchen Installer		
	Closet Trims		
	Flooring Installer		
	Painting Contractor		
	Other Interior Finishes		
<b><u>Plumbing</u></b>			
	Interior Water and Sanitary Piping		
	Other Plumbing Systems		

Water Supply		
Sanitary Sewer		
Storm Sewer		
<b><u>Heating, Vent. and Air Cond (HVAC)</u></b>		
Heat HVAC Distribution Systems		
Other Special HVAC Systems and Equipment		
<b><u>Electrical Systems</u></b>		
Electrical Service and Distribution		
Communications and Security Systems		
Other Electrical Systems		
<b><u>Other Subcontractors not listed above</u></b>		
	<b>Trade or Work Type</b>	<b>Contractor or Company Name, Contact and Phone</b>
		<b>Registration #</b>
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15		



# City of Cincinnati Income Tax Division Contractor Account Application

**Complete this form and send to:**  
Cincinnati Income Tax Division  
805 Central Avenue Suite 600  
Cincinnati, OH 45202-5756  
Phone: (513) 352-2546 Fax: (513) 352-3855  
Website: [www.cincinnati-oh.gov/citytax](http://www.cincinnati-oh.gov/citytax)

## Account Type 17

<p><b>Company Name:</b> _____</p> <p>Doing Business As: _____</p> <p><b>Company Address:</b> _____</p> <p>City/State/Zip Code: _____</p> <p>Phone Number: _____ FAX No.: _____</p> <p><b>SSN:</b> _____ <b>Federal ID No.:</b> _____</p> <p>Contact Person: _____</p>	<p><b>Registration Number</b> _____</p> <p><b>Cincinnati Location (If different than Company Address):</b></p> <p>Street Address: _____</p> <p>City/State/Zip Code: _____</p> <p>Local Phone Number: _____</p> <p>E-Mail Address: _____</p> <p>Local Contact Person: _____</p>
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**Type of Business Entity** (Check the box that applies to your business):

<input type="checkbox"/> Corporation	<input type="checkbox"/> S-Corporation	<input type="checkbox"/> Partnership	<input type="checkbox"/> Sole Proprietorship
<input type="checkbox"/> LLC	<input type="checkbox"/> Single Member LLC	<input type="checkbox"/> Joint Venture	<input type="checkbox"/> Trust
<input type="checkbox"/> Voluntary Withholder	<input type="checkbox"/> Non-Profit	<input type="checkbox"/> Other _____	

(Specify)

**Nature of Business:** \_\_\_\_\_ **Fiscal Year End** (*Jan through Dec*): \_\_\_\_\_

Will your company conduct business within Cincinnati?  YES  NO

If so, when will you begin doing business within Cincinnati? \_\_\_\_\_

Date

Will you have employees subject to Cincinnati withholding tax?  YES  NO

If so, when will the withholding activity begin? \_\_\_\_\_

Date

Will your withholding payments exceed \$300 per month?  YES  NO

If you use a payroll company, please provide the name of the payroll company. \_\_\_\_\_

Please provide your payroll company contact person's name and telephone number. \_\_\_\_\_

**Corporation:**

Name	Residential Address	Social Security Number
President: _____	_____	_____
Treasurer: _____	_____	_____

**Partnership** (attach additional sheets if necessary):

Partner's Name	Residential Address	Social Security Number
_____	_____	_____
_____	_____	_____

**Sole Proprietorship (including Single Member LLC):**

Owner's Name	Residential Address	Social Security Number
_____	_____	_____

**BUILDING CONSTRUCTION, HOME IMPROVEMENT AND SPECIALTY  
CONTRACTOR REGISTRATION APPLICATION**

**CONFIDENTIAL INFORMATION**

**FOR OFFICE USE ONLY**

**CITY OF CINCINNATI – DEPARTMENT OF PLANNING – BUILDINGS AND INSPECTIONS DIVISION  
3300 CENTRAL PARKWAY – CINCINNATI, OHIO – 45225 – 513. 352.3271 (PHONE) – 513. 352.2579 (FAX)  
WWW.CINCINNATI-OH.GOV**

**SOCIAL SECURITY NUMBER**

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**FEDERAL TAX IDENTIFICATION NUMBER**

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