city of
CINCINNATI
TRANSPORTATION &
ENGINEERING

(Rev. October 1, 2013)

RE: 2013-14 Street Contractor License

Dear Street Contractor:

It is that time of year to renew your Street Contractor License for the 2013 construction season. In order to help you obtain your license with as little inconvenience as possible, we are enclosing an original ***Revised 2013*** *City of Cincinnati bond* form. **Only original, completed, City of Cincinnati signed revised 2013 bond forms** or our revised 2012 bond form obtained from the City's website at http://www.cincinnati-oh.gov/dote/manuals-permits-supplements/street-license-forms/ **WILL BE ACCEPTED.**
All current Street Contractor Licenses expire on March 31, 2012. To obtain your Street Contractor License for 2013, you must provide the City of Cincinnati with a **bond in the amount of at least $10,000.00.**

We have also enclosed a company information sheet to be kept on file in our office. Please complete all the information and return it with your bond form. **Your license will not be processed without it!** If you are interested in being notified by e-mail of special notices and having your renewal notice e-mailed next year, please provide your e-mail address. Also, if you are interested in being on a residential listing for sidewalk replacement work only, please sign and return the enclosed "Form-Residential" with your license application.

Please complete and **sign the bond form** and have it properly executed by your bonding company. Please type or print name and title under "Principal" and "Surety". **Please note that from October 1, 2013 through March 31, 2014, the fee for both a new license and renewal is $60.00.** Return the original completed and signed City of Cincinnati bond form with the Power of Attorney attached, your company information sheet, and a check for the license fee to: City of Cincinnati, Department of Transportation and Engineering, 801 Plum Street, Room 450, Cincinnati, OH 45202, Attention: Right-of-Way Management (ROW Mgmt). Your bond form will be processed and the license mailed to your company.

Please note that if your bond is cancelled while you have an active City of Cincinnati Street Contractor License, you will have 30 days from the date of the cancellation notice to produce a new bond to us. After this time frame, any bond re-submittals will be charged the current renewal rate. **No permits** will be issued until the bond is current and any necessary fees have been paid. Also, please be advised that becoming licensed gives you the ability to obtain a DOTE permit. Individual permits still need to be applied for.

In addition, please be advised, that a separate DOTE bond and license is still a requirement for any work in the right-of-way even if you have submitted a similar bond to the City's Planning and Buildings Department (formerly Buildings and Inspection) as part of their registration process.

If you have any questions concerning the DOTE licensing process, please contact Camille King at (513) 352-5324 or by e-mail at camille.king@cincinnati-oh.gov.

Sincerely,

Keith Pettit, Acting Principal Engineer
Right-of-Way Management