

Contractor Registration Renewal

Renewal: A contractor may renew a registration, without penalty, any time during the 60-day period preceding the expiration date. Licenses can be renewed for up to three years at a cost of \$125 per year.

- Renewal applications, or corrected documents requested by City Staff, submitted within 30 days after the expiration date of the existing registration license will be assessed a \$75 late fee.
- A Contractor Registration License not renewed within 30 days after the expiration date will require a reactivation fee of \$125.00 a year. In addition, a \$125.00 registration fee shall be due (minimum of one year renewal).
- An OCILB contractor registration shall also include applicable prorated fees of \$10.42 for each month remaining until the expiration date coincides with their State license expiration date.

The following information is needed for Contractor Registration Renewal:

- 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.
- 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 should be made payable to the “City of Cincinnati”.