

City of Cincinnati



Department of Transportation and Engineering

January 23, 2009
(rev. Oct. 1, 2009)

801 Plum Street, Suite 450
Cincinnati, Ohio 45202
Phone: (513) 352-2366
Fax: (513) 352-6246

Michael R. Moore
Interim Director

RE: 2009 Street Contractor License

Timothy M. Jamison
Acting City Engineer

Dear Street Contractor:

It is that time of year to renew your Street Contractor License for the 2009 construction season. In order to help you obtain your license with as little inconvenience as possible, we are enclosing an original *City of Cincinnati* bond form. **Only original, completed, City of Cincinnati signed bond forms** or our bond form obtained from the City's website at <http://www.cincinnati-oh.gov/transeng/pages/-7297-/> (click on "Street License Forms 2009-2010" link) will be accepted. **All current Street Contractor Licenses expire on March 31, 2009.** To obtain your Street Contractor License for 2009, 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, please mark the appropriate boxes on the company information sheet.

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". Fees are \$120 for a new license and \$85 for a renewal (if you were licensed with us last year). **Please note that from October 1, 2009 through March 31, 2010, 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 be advised 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.

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 Community Development 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,

Mike Niswonger, Principal Engineer
Right-of-Way Management