



## FAIRFIELD COUNTY BUILDING DEPARTMENT

6670 Lockville Road, Carroll, OH 43112

(740) 652-7130 (614) 322-5202 Fax (614) 322-5203

[www.co.fairfield.oh.us](http://www.co.fairfield.oh.us)

### CONTRACTOR REGISTRATION

Fairfield County Building Department (FCBD) requires contractor registration per County Resolution 06-02.28.f and through the powers granted under the Ohio Revised Code. This includes any individual or company acting as a general, specialty trade or skilled trades contractor including any construction activities such as electrical, hydronics, heating & cooling, structural (includes all building construction, roofing, siding, gutters, waterproofing, cement and drywall trades), masonry, fire protection, fire suppression or excavation within the jurisdiction of the FCBD.

No person shall act as or claim to be a construction contractor of any type, or perform any construction work on any commercial construction unless first registered with the FCBD.

No person shall act as or claim to be a heating, ventilating, air conditioning contractor, refrigeration contractor, electrical contractor, or hydronics contractor, unless that person holds or has been assigned a license issued pursuant to Ohio Revised Code Chapter 4740, for the type of contractor that person is acting as or claiming to be. This means all skilled trade contractors must show proof of a license issued by the State of Ohio Contractors Licensing Board to register with FCBD on commercial construction projects located within the jurisdiction of FCBD.

The following items must be submitted to register:

Completed contractor registration application. Commercial contractors must attach a copy of State license(s) for each trade checked on the application. ORC 715.27

Proof of liability insurance with a minimum coverage of \$300,000. Copy of certificate of coverage from insurance company must be attached, naming Fairfield County Building Department as certificate holder.

A \$10,000 Surety Bond payable to the Fairfield County Building Department. Use the attached bond form.

A copy of current Workers Compensation Certificate for businesses that have more than one employee.

Registration Fee of \$75.00 applies for each major category that is applied for on the application. Categories are general or each skilled trade. Payment must be cash or check payable to "Fairfield County Building Department". The registration fee is for a 12 month period.

All completed forms, licenses and documentation must be returned together with the registration fee to be considered. Fees cannot be accepted without all documentation and forms. For more information, form copies or other related forms, please see our web site at [www.co.fairfield.oh.us](http://www.co.fairfield.oh.us) and look under "Building Department" or visit our office. All inspections can be called into our office anytime by calling (614) 322-5202 or (740) 652-7130.



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### Application for Contractor Registration

I hereby make application to the Fairfield County Certified Building Department for contractor registration as: (see definition page before completing form)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> General Contractor | <input type="checkbox"/> Electrical            | <input type="checkbox"/> HVAC                       |
| <input type="checkbox"/> Refrigeration      | <input type="checkbox"/> Hydronics, Steam, Gas | <input type="checkbox"/> Fire/Security Det. & Supp. |

Special Notes: Commercial contractors that register under three (3) or more categories are automatically considered being a "General" contractor depending on the usual and normal work performed, and are permitted to register as such for no additional fee. \*Per Ohio Revised Code, you MUST provide a copy of your State of Ohio Contractors License to register for commercial trade work. All skilled trades may be covered under one bond; however, a separate registration fee will apply for each trade checked above. Attach names of all individuals that are permitted to use your registration number on permit applications.

#### APPLICANT INFORMATION

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Email \_\_\_\_\_  
City \_\_\_\_\_ Zip \_\_\_\_\_

#### BUSINESS/COMPANY INFORMATION

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Email \_\_\_\_\_  
City \_\_\_\_\_ Zip \_\_\_\_\_

#### STATEMENT BY APPLICANT

Bonding Co. \_\_\_\_\_  
Agent's Name \_\_\_\_\_ Phone \_\_\_\_\_  
Agent's Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

I hereby certify that, to the best of my knowledge and belief, all statements made herein are complete and accurate.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Contractor Registration Categories and Definitions**

**GENERAL** – means those persons, businesses or companies that directly engage in building construction and hire subcontractors to provide construction services for specific skilled trades. As of 2005, a state license is not required to register as a general contractor. The general contractor may perform limited work, as the Building Department determines. On commercial projects that are listed under the “skilled trades” category. All work that involves more than limited work must be completed by persons, businesses or companies registered under the applicable skilled trade categories.

### **SKILLED TRADES**

NOTE: State Contractors license required to register for skilled trades on commercial projects.

**ELECTRICIAN** – means those persons, businesses or companies that provide services to install, repair or replace electrical apparatus or appurtenances within or about a building structure or specific location.

**FIRE/SECURITY DETECTION & SUPPRESSION** – means those persons, businesses or companies that provide services to install, repair, test and replace fire or security detection equipment, reporting devices, fire sprinklers and piping, stand pipes, fire suppression equipment and suppression hoods. **(A State of Ohio License is not required for SECURITY ONLY contractors.)**

**HYDRONICS** – means those persons, businesses or companies that provide services to install, repair or replace fluid, steam or gas pressure piping systems within a structure.

**HVAC** – means those persons, businesses or companies that provide services to install, repair or replace heating, ventilating, and air-conditioning systems within a building.

**PLUMBER** – means those persons, businesses or companies that provide services to install, repair or replace pipes and fixtures used to transport water and sewage within or about a building structure or property.

**REFRIGERATION** – means those persons, businesses or companies that provide services to install, repair or replace systems that vaporize and liquefy a fluid used for refrigerated storage systems and other components attached.

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Ohio Revised Code and Fairfield County Resolution No. 06-02.28.f permit the Building Department to determine the contractor registration process. After the application is filed and fee(s) paid, the contractor is instantly registered. The application is then entered into our database where a registration number unique to the contractor will be issued. The registration number process usually takes two business days. The registered contractor shall be listed on our Internet Website with current business name, address and telephone number under the category(s) for which the contractor has registered.

Consumers, upon request, will be given a list of registered contractor as a matter of public record, but this does not constitute an endorsement or advertising of any contractor’s products or services by the FCBD.

Contractors who fall into the listed categories and are performing work in the County must register. Registration must be renewed every 12 months to remain current. The penalty for failure to register is

a minor misdemeanor. Contractors engaging in commercial work without a State License will be forwarded to the Ohio Construction Industry Licensing Board for investigation and prosecution.

### **Individual, Organization and Business Registration Exemptions**

The following individuals, organizations and businesses are exempt from registering as a contractor with the Building Department.

- Any business that utilizes personnel directly employed by the company to perform activities on company owned property that may or may not require permits. A company official must complete a Registration Exemption Affidavit form. Any contractors hired by the company shall be registered.

NOTE: Exceptions from Contractor Registration does not mean exception from providing plan submittals and attaining approvals, building permits and required inspection to comply with all building codes and ordinances in effect.



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### **Contractor Registration Bond Information**

*Contractor:* Give this sheet to your bond company to ensure all information is correct on the bond.

*Bonding Agency:* Please follow the instructions below when completing the Registration Bond Form.

1. Form – Please use the bond form provided by the Fairfield County Building Department.
2. Bond Number & Date – Enter the bond number and date on the form on the lines on the top left.
3. Amount of Bond – All Contractor Registration bonds are \$10,000. Do not change this amount.
4. Name of Registrant – Complete this space with the name of the person submitting this form.
5. Name of Company – If the contractor is doing business as a company or assigning their registration to a business, complete this section with the exact full business name. If the contractor is conducting business as himself/herself, not using a business or corporation name, leave this section blank. The bond must contain the exact and full individual name or the exact full business name the contractor will use in doing business with the Fairfield County Building Department. If the contractor is assigning their registration to a business, the exact full business name must appear on the bond.
6. Name of Bond Company – The bond company name must appear here.
7. Registration Type – Complete this section with the type of trade(s) in which the contractor is registered to engage. In the event a registrant performs more than one trade, all trades may be covered under a single bond however a registration fee will apply for each trade or category checked in the “Application for Contractor Registration” form.
8. Expiration Date – New registrants one year from date that appears on bond. Renewal registrants one year from the date that is established on your current bond or the date that appears on your new submitted bond.
9. Dating and Signing of Bond – This section needs to be completed by both the registrant and the bonding company. Signatures must be originals. Do not use rubber stamps.
10. Bond Seal – The bond must have either an original imprinted seal or gold seal affixed to it for validation. Any bond missing this seal is considered invalid and will be returned to the registrant without review.

When the bond form has been properly completed, return it to the applicant. Do not return this form to our office. The applicant must complete additional paperwork and attach a check for the registration fee. We do not accept postmarks or delivery service dates as received dates.



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### Contractor Registration Bond Form

Bond # \_\_\_\_\_  
 Date \_\_\_\_\_  
 Amount \$10,000

**Know All Men By These Presents:**

That (Registrant) \_\_\_\_\_  
 Of (Company) \_\_\_\_\_  
 As Principal and Bond Company \_\_\_\_\_

As Surety, are held firmly bound unto the Fairfield County Building Department, 210 E. Main Street, Room 302, Lancaster, OH 43130, as Obligee, in the sum of Ten Thousand and no/100<sup>th</sup> Dollars (\$10,000) to be paid to said Obligee, it's 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 condition of the above obligation is such that:

**Whereas**, the above principal has or is about to apply to said Obligee for a registration as a \_\_\_\_\_ Contractor for the term commencing this date and ending (M/D/Y) \_\_\_\_\_, pursuant to Resolution 06-02.28.f of the Fairfield County Board of County Commissioners.

**Whereas**, Principal, his agents and employees shall save the County harmless from all loss and damage to persons or property which may be occasioned in any way, by accident or the want of care of skill on applicant's part, in the prosecution of the work contracted, performed, pursued or attempted under such registration.

**Now Therefore**, if the registration shall be issued to Principal, his agents and employees shall save the County harmless from all loss and damage to persons or property of the County and aforesaid, then this obligation shall be void; 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 Fairfield County Building Department, 210 E. Main Street, Room 302, Lancaster, OH 43130, 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 200\_\_\_\_.

Registration Holder \_\_\_\_\_ By \_\_\_\_\_  
 (Print or Type Name) (Signature)

Surety \_\_\_\_\_ By \_\_\_\_\_  
 (Print or Type) (Attorney-in-fact)



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**Registration Exemption Affidavit**

**For Companies Using Own Employee's to Perform Work  
Commercial/Industrial Buildings Only**

State of Ohio, County of Fairfield

Date: \_\_\_\_\_

I, \_\_\_\_\_, do certify that I am a bonified representative of the following company : \_\_\_\_\_, located at \_\_\_\_\_

do hereby request exemption from the contractor registration program due to work being performed by company employees who are employed by the above company and are not and do not represent themselves as contractors as defined by the Ohio Construction Industry Licensing Board.

All work is affiliated with permit # \_\_\_\_\_ will be completed at the following location:

\_\_\_\_\_  
Address City State Zip

**I UNDERSTAND AND WILL ABIDE BY THE FOLLOWING STIPULATIONS:**

- The company named above agrees to complete the project(s) and occupy the building during the time of construction.
- The company and address named above will be the sole user of the facility.
- The company named above will not enter into a contract with a contractor that is not registered with the Fairfield County Building Department.
- The company named above will inform the Fairfield County Building Department if it is decided to hire a contractor to complete the work.
- The company named above will submit all required plans; acquire permits and inspections for the work performed by all company employees. All trade work must be supervised and documented by qualified company personnel.
- I understand and agree to all the above stipulations and understand I am responsible for all construction and agree to abide by all building codes of the State of Ohio and resolutions of Fairfield County Building Department:

\_\_\_\_\_  
Name of Applicant – Please Print Signature of Applicant

\_\_\_\_\_  
(Area Code) Home Phone (Area Code) Alternate Phone

Sworn to before me and signed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_.

Notary Seal Here

\_\_\_\_\_  
Notary Public

FALSIFICATION OF A PUBLIC DOCUMENT IS A VIOLATION OF THE OHIO REVISED CODE, SECTION 2921.13 (A) (3), A MISDEMEANOR OF THE FIRST DEGREE , PUNISHABLE BY UP TO SIX (6) MONTHS IMPRISONMENT AND A FINE OF \$1,000 OR BOTH.

For inspections call (740) 652-7130 or (614) 322-5202



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### Contractor Registration Policy Summary

This summary has been prepared to provide customers, contractors and the general public a quick reference guide to better understand the requirements of the Contractor Registration Program that has been adopted as a policy, and to clarify who is required to register and who is exempted from registration.

#### Definitions:

Commercial/Industrial – Commercial or Industrial companies or corporations that have on-staff fulltime employees whose normal job is to construct, repair and maintain commercial buildings and properties owned only by the company or corporation. Supervisory staff must maintain records and supervise the activities.

#### Contractor Policy: (See Appendix A)

1. A contractor builds, renovates or alters a commercial building and does not hire any sub-contractor for any of the construction work:
  - Contractor not required to register as a “general” contractor however they must be registered under a “speciality trade” and/or each and every “skilled trade” that is performed which includes electrical, HVAC, plumbing and hydronics per Ohio Revised Code. A State of Ohio Contractors License is required to register for each skilled trade.
  - No other contractors are permitted to work at this job site unless the original contractor notifies the Building Department and provides the subcontractors building department registration number and business information. At that point, the original contractor must register as a “general” contractor.
  - Contractor could be prosecuted and contractors name referred to the Ohio Contractor Licensing Board if evidence is discovered of work being completed by unregistered and unlicensed contractor(s) on the job site.
  
2. A contractor builds, renovates or alters a commercial building and hires one or more subcontractors to perform other work at the construction site:
  - Contractor must register as a “general” contractor and for each and every “skilled trade” that is performed which includes electrical, HVAC, plumbing and hydronics per Ohio Revised Code. A State of Ohio Contractors License is required to register for each skilled trade.
  - All subcontractors must show proof of a valid State of Ohio contractors license in the skilled trade of the work being performed to register with the Building Department.
  - Contractor could be prosecuted and contractors name referred to the Ohio Contractor Licensing Board if evidence is discovered of work being completed by unregistered and unlicensed contractor(s) on the job site.





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### Business & Industrial Policy (See Appendix B)

1. A business or industry approved for contractor exemption plans to perform minor construction activities within previously constructed building(s) for the service, repair, addition of equipment and renovation of the facility using only the current employed trade professionals who will perform all the work.
  - The business/industry must complete, have notarized and submit with the permit application a completed registration exemption affidavit for review by the Building Official. The exemption is only valid on a permit-by-permit basis and is subject to changes, modifications, denial or elimination by the FCBD, State Board of Building Standards or the Ohio Contractor Licensing Board.
2. A business or industry approved for contractor registration exemption wants to perform major construction activities within previously constructed building(s) for the service, repair, addition of equipment and renovation of the facility using some current employed trade professionals and some outside contractors.
  - Business/Industry is required to register as a “general” contractor unless they have hired a general contractor for the project. All skilled trade persons working on the job must have the appropriate trade license from the State of Ohio. All outside contractors must be registered with the FCBD under a “specialty trade” and/or each and every “skilled trade” that is performed which includes electrical, HVAC, plumbing and hydronics per Ohio Revised Code. A State of Ohio Contractors License is required to register for each skilled trade.
  - No other contractors are permitted to work at this job site unless the original contractor notified the FCBD and provides the subcontractor FCBD registration number and business information. At that point, the original contractor must register as a “general” contractor.
  - Contractor could be prosecuted and contractor's name referred to the Ohio Contractor Licensing Board if evidence is discovered of work being completed by unregistered and unlicensed contractor(s) on the job site.



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### Appendix A

It is the city's intent to help protect the citizen/consumer from fraudulent and dishonest contractors when hiring a person or firm to complete a construction project with or without a written contract. In some cases, the surety bond protects the interest of the County and commercial entity by assuring if a major commercial project is started and not completed, the County may step in and clean or secure the property using funds from the contractor's bond.

The liability insurance protects the commercial entity from unsafe, incomplete or incorrect building practices, injuries to others due to negligence of the commercial entity, contractor or the contractor's representative.

### Appendix B

It is the county's intent to permit businesses and industrial facilities (businesses) to be exempt from the contractor registration program when evidence is produced the businesses have on-staff employees who perform maintenance and construction work as a normal course of employment for the business owned by the company that provides the employee the compensation. The businesses approved for exemption must agree to supervise all work and maintain documentation on the site for future review by any code official, County, State or Federal agency.

This business policy is not intended for commercial or industrial settings that normally do not have direct employed professional trade persons whose primary job is to perform those skilled trades. Personnel that perform general maintenance employed by a business or industry normally do not qualify for exemption.

#### Notification of Subcontractors hired:

If any subcontractors perform work at the construction site, the FCBD shall be notified to verify they are registered. It is the contractor's responsibility to provide a list of all subcontractors who have been hired to perform construction activities. This list is to be supplied at the time the application for permits is submitted. County resolutions prohibit a permit from being issued unless the contractor(s) have first registered with the FCBD.

#### Registered Contractors & Insurance/Bonds:

If the FCBD becomes aware that a contractor's liability or bonding insurance has been cancelled, they shall be removed from the contractor list. They shall not be issued any further permits until proof of insurance is provided to our office. Registration assures that the contractor has provided to the FCBD the required bond, insurance, workers compensation certificate and has registered with the (income tax office?). Commercial contractors must also provide copies of a State of Ohio Contractors License for each and every trade the contractor performs.