

Registration Notice

Per the Codified Ordinances of the City of Solon "no contractor shall perform *any* work in the City without *first* obtaining a certificate of registration from the Chief Building Official. "The certificate of registration shall be valid for the calendar year in which issued and shall be renewed annually thereafter".

In order to obtain a Certificate of Registration for the calendar year 2022 the following is required:

1. Completed application for Certificate of Contractor Registration

AND

2. Each application shall include the following:
 - a. Evidence of general liability insurance in the amount of one million dollars (\$1,000,000) each occurrence and two million dollars (\$2,000,000) general aggregate. The City of Solon Ohio shall be listed as an additional insured.
 - b. A completed and "sealed" City of Solon, Contractor Registration Bond form.
 - c. Electrical, HVAC, Refrigeration, Hydronics and Plumbing trades shall furnish evidence of a current license issued by the Ohio Construction Industry Licensing Board. Fire Suppression and Fire Alarm/Detection trades shall furnish evidence of a current license issued by the Ohio Fire Marshal's Office.
3. Payment of \$75.00 as a registration fee. An additional fee of \$10.00 shall be included for each additional trade and the additional trade shall be specifically listed on the bond.
 - a. Checks shall be made payable to the City of Solon Ohio and shall be attached to each application.
 - b. If you are doing business by mail be sure to send a self addressed stamped envelop so your documents can be mailed back to you.

Sincerely,

The Building Department



**APPLICATION FOR:
CERTIFICATE OF CONTRACTOR REGISTRATION**

Solon Building Department

City of Solon 34200 Bainbridge Road Solon, Ohio 44139-2955

Phone (440) 349-6737 Fax (440) 349-6322

I hereby make application for a Certificate of Registration as a contractor to engage in the business of:

Indicate the trade(s) for which this application is being made:

- General Building Trades* General Building Contractor Landscape Excavating
- *ie: masonry, concrete, drywall, carpentry, waterproofing/damp proofing, roofing, siding.
- HVAC Plumbing Electric Fire Suppression Fire Alarm Sewer Installer
- Other (provide specific details/type) _____

*****PLEASE SEE ATTACHED CHECK LIST FOR THE REQUIREMENTS FOR REGISTRATION*****

(Check one) _____ **New** (never registered with Solon) _____ **Renewal** (previously registered with Solon)

Name of Applicant _____

DBA _____

Address _____

Number & Street **City** **State** **Zip Code**

Phone _____

Business **Cell** **Fax** **Home**

E-mail _____

Valid Driver's License Number of applicant _____

Federal I.D. # _____ **State Corporation #** _____

**Permits shall be issued only to you (the applicant) or your authorized agent(s).
Agents to whom I grant the authority to obtain permits under this registration:**

Agent #1 _____ **Agent #2** _____

ALL REGISTRATIONS EXPIRE ON DECEMBER 31ST OF EACH YEAR.

PRINT APPLICANTS NAME _____

SIGNATURE OF APPLICANT _____

SIGNATURE OF CHIEF BUILDING OFFICIAL _____

DATE _____

Contractor Registration Bond
CITY OF SOLON OHIO

2022 REGISTRATION

BOND NO. _____
(REQUIRED prior to registration)

KNOW ALL MEN BY THESE PRESENTS, that _____ doing
business as principal, hereinafter referred to as the principal, and, _____ as
surety, hereinafter referred to as the surety, are held and firmly bound unto the City of Solon, Ohio, in the
sum of Twenty Five Thousand Dollars (\$25,000) for payment of which, well and truly to be made we bind
ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly
by these presents. Witness our hand and seals this _____ day of _____,
and we hereby certify that this bond shall be effective and in force from this date through December 31,
2022.

The conditions of the above obligations are such that:

Whereas, the said principal made application to the City of Solon, Ohio, for a Certificate of Registration
as a contractor to engage in the business of:

- | | | |
|-------------------------------|-----------------------------------|-------------------|
| _____ General Building Trades | _____ General Building Contractor | _____ Landscaping |
| _____ Plumbing | _____ HVAC | _____ Electric |
| _____ Fire Suppression | _____ Sewer Installer | _____ Excavating |
| _____ Fire Detection/ Alarm | _____ Other, provide details: | |

within the City of Solon, Ohio, from this date and throughout the calendar year of 2022, which ends
December 31, 2022, in accordance with the provisions of the Codified Ordinances of the City of Solon,
Ohio.

Now therefore, if the said principal shall faithfully observe all the duties and discharge all the obligations
incurred by him during said registration period under the ordinances of the City of Solon, Ohio, applying
to the construction, alterations, repair, addition to, subtraction from, reconstruction or remodeling of any
building, structure, or appurtenance thereto, or any part thereof, and the ordinances applying to
landscaping, underground construction and/or work within the public right of way, and all the lawful
orders of the City of Solon, Ohio, issued under said ordinances, then this obligation shall be void,
otherwise, the same shall be and remain in full force and effect; the undersigned agreeing and
consenting that this undertaking shall be for the benefit of any party damaged by the principal's failure to
comply with the duties, terms, conditions, provisions and requirements of the ordinances of the City of
Solon, applying to such work and the lawful orders of the City of Solon issued under such ordinances, as
well as for the benefit of the obligee herein, and either or both may bring action on the bond, but said
action must be commenced within two years after expiration of the principal's registration.

Signature of Principal or Agent for Principal (see NOTE below) Date

Signature of SURETY or Agent Executing Bond (see NOTE below) Date

Print Name of Principal

Print Name of SURETY or Agent Executing Bond

Print Address of Principal

SEAL

Required to be placed in this location

NOTE: ATTACH POWER OF ATTORNEY

If this Bond is executed by any agent for a Principal or a Surety, such Agent must affix a copy of his Power of Attorney or other
evidence of authority to execute the Bond. If the Surety is a non-resident corporation of the State of Ohio, its authority to do
business in Ohio must, likewise, be attached hereto. _____ Approval by Bldg. Dept. Date