

## 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 **2021** 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



**Contractor Registration Bond**  
**CITY OF SOLON OHIO**

**2021 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,  
2021.

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 2021, which ends  
December 31, 2021, 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