



INSPECTORS
Mark Kavaras

BUILDING COMMISSIONER
John Maichle

SECRETARY
Sheila Manfredi

**Lyndhurst Building Department
5301 Mayfield Road
Lyndhurst, Ohio 44124
440-473-5108/Fax: 440-442-7189**

RE: Contractor Registration for 2018

Dear Contractor:

It is mandatory that **all contractors** register with the Lyndhurst Building Department prior to the commencement of any work, both residential and commercial, for which a permit may or may not be required.

You will need to fill out a 2018 Application for Certificate of Registration, provide a \$20,000.00 bond on our *NEW BOND* form. (ONLY ONE BOND IS REQUIRED FOR REGISTRATIONS OF MORE THAN ONE TRADE) Also, submit proof of insurance listing the required coverage requirements of the City of Lyndhurst and noting the City of Lyndhurst as additional insured. The fee to register will be \$100.00 per trade.

Please note, if you are registering as a contractor and will be performing renovation, repair and or painting projects that disturb paint in homes, child care facilities or schools built before 1978 U.S. EPA Certification of Lead Safe Work Practices, must be followed.

Registration forms may be obtained from the Building Department, Monday through Friday, between the hours of 7:30 AM to 3:30 PM. You also are able to print them from our web site document center at www.lyndhurst-oh.com.

Please find attached requirements for completing the registration process.

Thank you for your cooperation as we try to provide our residents with quality workmanship and afford them a measure of protection. Should you have any questions please feel free to contact us at 440-473-5108.

City of Lyndhurst
Department of Building
5301 Mayfield Road
Lyndhurst, Ohio 44124

Phone: 440-473-5108
Fax: 440-442-7189

Date _____

2018 APPLICATION FOR REGISTRATION/BONDING OF CONTRACTOR

APPLICANT _____ DBA _____

ADDRESS _____

Number & Street City State Zip Code

PHONE _____

Business Cell Fax

E-mail _____ Federal I.D. # _____

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

- | | | |
|--|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> GENERAL BUILDING TRADES | <input type="checkbox"/> ELECTRICAL | <input type="checkbox"/> HYDRONIC |
| <input type="checkbox"/> RIGHT-OF-WAY WORK | <input type="checkbox"/> PLUMBING | <input type="checkbox"/> HVAC |
| <input type="checkbox"/> FIRE SUPPRESSION | <input type="checkbox"/> SEWER | <input type="checkbox"/> DRIVE/APRON |
| <input type="checkbox"/> OTHER (Describe below) | | |

*****List any authorized agents who are able to obtain permits under your company's name.*****

AUTHORIZED AGENTS

Agent # 1 : _____ Phone/Cell Number _____

Agent # 2 : _____ Phone/Cell Number _____

Agent # 3 : _____ Phone/Cell Number _____

*****PLEASE SEE ATTACHED CHECK LIST FOR THE REQUIREMENTS FOR REGISTRATION. ALSO PLEASE BE AWARE WE HAVE A NEW BOND FORM. ONLY ONE BOND IS NOW NEEDED FOR REGISTRATIONS OF MORE THAN ONE TRADE*****

ALL REGISTRATIONS EXPIRE ON DECEMBER 31st OF EACH YEAR.

I hereby indicate that all of the information is true to the best of my knowledge, that I am at least 18 years of age, able to interpret construction plans and specifications, and able to comply with the requirements of the City of Lyndhurst Code of Ordinances.

Signature of Applicant

Date

BOND NO. _____
(REQUIRED)

CITY OF LYNDHURST
2018 REGISTRATION BOND

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 Lyndhurst**, in the sum
of Twenty Thousand Dollars (\$20,000) 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 _____, _____.

The conditions of the above obligations are such that:

Whereas, the said principal made application to the **City of Lyndhurst** for a Certificate of Registration as a
contractor to engage the business within the **City of Lyndhurst** during the calendar year of 2018 in accordance
with the provisions of Chapter 1352 of the Code of Ordinances of the **City of Lyndhurst**.

Now therefore, if the said principal shall faithfully observe all the duties and discharge all the obligations incurred
by him/her during said registration period under the ordinances of the **City of Lyndhurst** 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 underground construction
and/or work within the public right of way, and all the lawful orders of the **City of Lyndhurst**, 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 Lyndhurst** applying to such work and the lawful orders of the **City of Lyndhurst** 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.

SEAL

PRINCIPAL

SURETY
(SIGNATURE OF AGENT EXECUTING BOND)

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).

Insurance coverage requirements for contractor registration

Applications for a Certificate of Contractor Registration for the *calendar year 2018* are required to include a Certificate of Insurance indicating the required *General Liability* coverage limits.

GENERAL LIABILITY COVERAGE. *Provide only one of the following options.*

1. Certificates must provide evidence of general liability insurance for bodily injury in the amount of one million dollars/two million dollars (\$1,000,000.00/\$2,000,000.00) **and** for property damages in the amount of at least fifty thousand dollars (\$50,000.00). The City Of Lyndhurst must be listed as additional insured.

Or

2. Certificates must provide evidence of general liability coverage in the amount of one million dollars (\$1,000,000.00) *for each occurrence* **and** two million dollars (\$2,000,000.00) general aggregate. The City of Lyndhurst must be listed as additional insured.

BEFORE MAILING, DID YOU INCLUDE:

▽ A COMPLETED REGISTRATION APPLICATION FOR TRADES.

▽ COMPLETED 2018 NEW BOND FORM WITH SEAL AND ATTACHED POWER OF ATTORNEY.

▽ CERTIFICATE OF INSURANCE WITH REQUIRED LIMITS AND LISTING THE CITY OF LYNDHURST AS ADDITIONAL INSURED.

▽ EVIDENCE OF A LICENSE FROM THE OHIO CONSTRUCTION INDUSTRY EXAMINING BOARD (OCIEB) OR OHIO STATE DEPARTMENT OF HEALTH FOR THOSE TRADES REQUIRING IT.

▽ PAYMENT OF \$100.00 FOR EACH TRADE REGISTRATION.

▽ SELF – ADDRESSED STAMPED ENVELOPE (NOT NECESSARY IF OBTAINING THE REGISTRATION IN PERSON)

▽ TO ENSURE PROPER CREDIT, PLEASE MAIL TO THE ATTENTION OF THE BUILDING DEPARTMENT.

Please make check payable to:

The City of Lyndhurst
5301 Mayfield Road
Lyndhurst, Ohio 44124
Attn: Building Department