



INSPECTORS  
Larry Puskas  
Joe Mandato

BUILDING COMMISSIONER  
Thomas P. Kunz

SECRETARY  
Sheila Manfredi

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

**RE: Contractor Registration for 2009**

Dear Contractor:

Effective January 1, 2009, it shall be mandatory that all contractors required to obtain permits from the Building Department in order to perform work as mandated by the Building Codes for both residential and commercial work, register as contractors prior to the commencement of any work for which a permit is required.

**You will need to fill out a 2009 Application for Certificate of Registration, provide a \$20,000.00 bond on our bond form, and submit proof of insurance listing the City of Lyndhurst as additional insured. The fee to register will be \$100.00 per trade.**

Forms may be obtained from the Building Department, Monday through Friday, between the hours of 8:00 AM to 12:00 PM & 1:00 PM to 3:30 PM. In the near future, you will also be able to print them from our web site document center at [www.lyndhurst-oh.com](http://www.lyndhurst-oh.com).

Please find attached requirements for completing the registration process.

Thank you for your cooperating 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 \_\_\_\_\_

**2009 APPLICATION FOR REGISTRATION/BONDING OF CONTRACTOR**

APPLICANT \_\_\_\_\_ DBA \_\_\_\_\_

ADDRESS \_\_\_\_\_

Number & Street City State Zip Code

PHONE \_\_\_\_\_ E-mail \_\_\_\_\_

Business Home Fax

FEDERAL I.D. # \_\_\_\_\_ STATE CORPORATION # \_\_\_\_\_

Check the trade 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 three authorized agents whom are able to obtain permits under your company's name.\*\*\***

## AUTHORIZED AGENTS

Agent # 1 : \_\_\_\_\_

Agent # 2 : \_\_\_\_\_

Agent # 3 : \_\_\_\_\_

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

**ALL REGISTRATIONS EXPIRE ON DECEMBER 31<sup>st</sup> 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.

Print Applicant's Name \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

Signature of Building Commissioner \_\_\_\_\_

Date \_\_\_\_\_

**CITY OF LYNDHURST**  
**2009 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 in the business of:

- |                               |  |
|-------------------------------|--|
| _____ General Building Trades | _____ HVAC                                 |
| _____ Plumbing                | _____ Electrical                           |
| _____ Hydronics               | _____ Fire Suppression                     |
| _____ Right-of-Way Work       | _____ Other, provide details on line below |
| _____ Sewer                   | _____                                      |
| _____ Drive/Apron             |  |

within the **City of Lyndhurst** during the calendar year of 2009 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 2009* 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, 00.00) **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 EACH TRADE.**

**▽ COMPLETED BOND FORM WITH SEAL AND ATTACHED POWER OF ATTORNEY FOR EACH TRADE.**

**▽ CERTIFICATE OF INSURANCE WITH REQUIRED LIMITS AND LISTING THE CITY OF LYN DHURST 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