

# CITY OF BROOK PARK

Mark J. Elliott, Mayor

John E. Hurst  
Chief Building Official

## 2012 CONTRACTOR'S REGISTRATION APPLICATION

BUILDING DEPARTMENT  
DIVISION OF LICENSES

Office Use Only

### 24 HOUR NOTICE FOR INSPECTIONS:

Bond \_\_\_\_\_

Cert. Ins. \_\_\_\_\_

New \_\_\_\_\_ Renewal \_\_\_\_\_

Registration No. \_\_\_\_\_

Worker's Comp Exp. Date \_\_\_\_\_

Risk # \_\_\_\_\_

State Lic. # \_\_\_\_\_

Exp. Date \_\_\_\_\_

REGISTRATION FEE: \$125.00

APPLICATION TO OPERATE AS \_\_\_\_\_ CONTRACTOR

NAME OF COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_

STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ PHONE \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

COMPANY OWNER'S NAME \_\_\_\_\_ PHONE \_\_\_\_\_

COMPANY OWNER'S ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_

DRIVERS LICENSE NO. \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TYPE OF WORK PERFORMED BY COMPANY: RES \_\_\_\_\_ COM. \_\_\_\_\_

OTHER COMMUNITIES THAT YOU ARE REGISTERED IN LIST BELOW:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**Building Dept.**  
**5590 Smith Rd. / Brook Park, Ohio 44142**  
**Phone 216-433-7412 / Fax 216-433-4117**

**City of Brook Park**  
**2012 Contractor's Bond**

\_\_\_\_\_ AS PRINCIPAL AND \_\_\_\_\_ AS SURETY  
are hereby held and firmly bound unto the City of Brook Park, State of Ohio, in the penal sum of **Twenty-Five Thousand (\$25,000.00)** for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors and assigns, to these present.

The conditions of this obligation are such that, whereas, the above named principal did on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ make application to be registered as a \_\_\_\_\_ Contractor in the City of Brook Park, under and pursuant to Ordinance No. 8611-1999, which is made a part of this bond by reference.

Now if the said Principal shall receive from the Building Commissioner a registration as a Contractor, entitling him to engage in the work of, or act as a \_\_\_\_\_ Contractor, within the Corporate limits of the City of Brook Park for the current calendar year, as stated in said registration application, and shall fully and faithfully comply with all the provisions of the Ordinances, Resolutions and Regulations of the City of Brook Park as are now enacted and which may hereafter be enacted in relation to doing said work and further will safeguard said City and all persons from injuries or damages to persons or property arising by reason of the negligence, or failure to properly perform any work carried on or undertaken under said Registration, to correct or abate any violation of the City Building Code, within a reasonable time limit as set by the Director of Public Safety and also where any opening is made or material is placed in any street or highway, will remove any material remaining and replace and restore, or cause to be replaced and restored, the street or highway and the pavement over such opening, to as good a state and condition as found previous to the opening of the same, or pay said City for having same replaced and restored, as the case may be, then this obligation shall be null and void; otherwise, it shall remain in full force and effect for a period commencing on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ and ending on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ it is being expressly understood that the liability of the surety for any and all claims hereunder shall in no event exceed the penal amount of this obligation as herein stated.

Provided that any forbearance on the part of the City of Brook Park in respect to the neglect or failure of said Principal to comply with any of the Ordinances, Resolutions or Regulations of the City of Brook Park respecting said \_\_\_\_\_ work shall not in any manner operate to release or discharge the surety from its liability under this bond.

WITNESS our signature this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Principal

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Attorney-in-fact

## 2012 CONTRACTOR'S REGISTRATION REQUIREMENTS

- 1) 24 HOUR NOTICE FOR ALL INSPECTIONS
- 2) **NEW \$25,000.00 SURETY BOND** for each registration required. The bond must be dated \_\_\_\_\_ to cover the period from the date of issuance through December 31st of 2012. **The Bond must be signed** and on the City of Brook Park form. Standard insurance company bond forms will not be accepted.
- 3) **NEW COPY OF CERTIFICATE OF INSURANCE, naming the City of Brook Park as additional insured** for all work performed within the corporate limits of the City and complying with the attached insurance requirements. **We do not accept an "X" in the box.**
- 4) **A NEW REGISTRATION APPLICATION** along with One hundred twenty-five dollar (\$125.00) fee for each registration. Checks are to be made payable to the City of Brook Park and mailed to the address below.
- 5) A copy of your current **State of Ohio Worker's Compensation Certificate.**
- 6) **PLUMBING, ELECTRICAL and HVAC CONTRACTORS** must include a copy of their license from the State of Ohio.
- 7) **SPRINKLER, SECURITY & FIRE ALARM CONTRACTORS** must furnish their State of Ohio - Certification Number.
- 8) **A STAMPED SELF-ADDRESSED ENVELOPE.**
- 9) **DOUBLE FEES WILL BE CHARGED FOR WORK STARTED WITHOUT PERMIT**
- 10) **ALL CONTRACTORS ARE REQUIRED TO SUBMIT A LIST OF SUB-CONTRACTORS TO THE BUILDING DEPARTMENT UPON APPLICATION FOR A PERMIT. THIS LIST SHALL INCLUDE: NAME, ADDRESS, AND TELEPHONE NUMBER.**

The Building Commissioner will not issue a Contractor's Registration until the applicant complies with all the requirements under Section 1311.06, surety bond, insurance and the fee is paid.

## ***BOND AND INSURANCE REQUIREMENTS ORD. 1311.06***

- (a) Prior to the issuance of a license, the Director of Public Service shall require an applicant to furnish a surety bond, to be approved as to form by the Director of Law and as to sufficiency by the Mayor, guaranteeing full and faithful compliance by the applicant with all the provisions and regulations of the City Building Code, and binding the surety thereon to correct or abate any violations of the city Building Code whenever the applicant named as principal on such bond refuses, neglects or fails to correct or abate such violation within a reasonable time limit as set by the Director of Public Service. The bond shall indemnify the City and all persons from injuries or damages arising by reason of the applicant's negligence or failure to properly perform any work undertaken pursuant to such license. The bond for all contractors shall be in the penal sum of twenty-five thousand dollars (\$25,000.00).
- (b) In addition to the bond required by subsection (a) hereof, every contractor shall, as a condition of any license issued pursuant to this chapter, maintain Contractor's Comprehensive General and Automobile Liability insurance, or its equivalent, extended (or by means of a separate policy) to include liability for damage caused by explosion, collapse, underground, independent contractors, products and completed operations, together with the owner's protective liability, which not less than the policy limits set forth in subsection (c) hereof. Such policy or policies of insurance **shall name the City of Brook Park, as an additional insured** for all work performed within the corporate limits of the City and shall contain the following special provision: "The Company agrees that ten (10) days prior to cancellation, material alteration or reduction of the insurance afforded by this policy, with respect to the license involved, written notice will be sent by certified mail to the City of Brook Park." An exact copy of such policy or policies shall be deposited with the Director of Public Service prior to the expiration date of any of the initial insurance. All insurance herein specified shall be with a company authorized to do business in the State of Ohio & acceptable to the Director of Public Service.
- (c) The policy or policies or insurance required by subsection (b) herein shall:
- (1) Have a policy limit for bodily injury and property damage of not less than \$1,000,000 for each occurrence, if the contractor engages in the construction, reconstruction, maintenance or repair of any of the public highways, streets, avenues, alleys, sidewalks, public grounds, bridges, aqueducts, and viaducts within the corporate limits of the City.
  - (2) Have a policy limit for bodily injury and property damage of not less than \$300,000 for each occurrence if the contractor does not engage in the construction, reconstruction, maintenance or repair of any of the public highway, streets, avenues, sidewalks, public grounds, bridges, aqueducts, and viaducts within the corporate limits of the City.
- (d) If an applicant's policy or policies of insurance, as required by subsection (b) hereof, have policy limits of less than those specified in subsection (c) (1) hereof, the license issued to such applicant shall contain the following endorsement in a conspicuous location on the face thereof:

"THIS LICENSE IS NOT VALID FOR ANY WORK INVOLVING THE CONSTRUCTION, RECONSTRUCTION, MAINTENANCE OR REPAIR OF ANY OF THE PUBLIC HIGHWAYS, STREETS, AVENUES, ALLEYS, SIDEWALKS, PUBLIC GROUNDS, BRIDGES, AQUEDUCTS, AND VIADUCTS WITHIN THE CORPORATE LIMITS OF THE CITY OF BROOK PARK."