



**ALL REQUESTS MUST BE MADE USING OUR CURRENT / APPROPRIATE CALENDAR YEAR FORMS**  
We do not “HOLD” documents, INCORRECT and/or INCOMPLETE REQUESTS WILL BE RETURNED

Work CANNOT begin on ANY project until the approved Registration/Permit are on site  
DOUBLE FEES APPLY TO ALL WORK STARTED WITHOUT REGISTRATION/PERMIT(S)

Mail or submit complete requests to the Building Department, ALLOW 3-5 DAYS FOR PROCESSING

# 2021 CONTRACTOR REGISTRATION

ANY CONTRACTOR or SUB-CONTRACTOR WORKING IN THE CITY MUST BE REGISTERED

For EACH Registration Request Type, (General, Electrical, Cement, Roofing, etc.)  
Complete and INCLUDE A COPY OF EACH of the following documents:

- 2021 APPLICATION FORM**
- \$125 FEE** - Our office does NOT accept payments online or over the phone  
Payments accepted: *Exact Cash, Money Order / Check (Payable to: City of Brook Park),  
Visa, Mastercard, Discover*
- \$25,000 SURETY BOND<sup>1</sup>** (ORIGINAL ONLY, Copies NOT accepted)
  - Must use City of Brook Park bond form (Standard insurance company bond forms not accepted)
  - Must be dated to cover the period: Date of issuance through **December 31, 2021**
  - Bond must be signed by the insurance company & business principal (Typewritten names not acceptable)
  - Bond must have an original embossed, foil or stamped seal
- Current CERTIFICATE OF LIABILITY INSURANCE<sup>2</sup>**
  - City of Brook Park must be listed as the Certificate holder and the following statement MUST appear on the Certificate **“The City of Brook Park is additional insured for all work performed within the corporate limits of the City”** (We DO NOT accept an “X” or “Y” in the box)
- Current STATE OF OHIO WORKER’S COMPENSATION Certificate**
- Current STATE OF OHIO LICENSE (Electric, HVAC, Plumbing)**
  - Sprinkler/Security/Fire Alarm Contractors must furnish State of Ohio Certification #

<sup>1/2</sup> MUST comply with Ordinance 1311.06 – Surety Bond & Insurance Requirements



## 2021 CONTRACTOR BOND

\_\_\_\_\_ (Business Name) as principal,  
 and \_\_\_\_\_ (Insurance Company) 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)** Dollars 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 the present. The conditions of this obligation are such that, whereas, the above named principal did on this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ make application to be registered as a \_\_\_\_\_ (Registration Type: i.e. General, Electrical, Roofing, Cement etc.) Contractor in the City of Brook Park, under the pursuant 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 work or, or act as a \_\_\_\_\_ (Registration Type: i.e. General, Electrical, Roofing, Cement etc.) 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 the 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 this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ and **ending on the 31<sup>st</sup> day of December, 2021** 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 of failure of said principal to comply with any of the Ordinances, Resolutions or Regulations of the City of Brook Park respecting said \_\_\_\_\_ (Registration Type: i.e. General, Electrical, Roofing, Cement etc.) work shall not in any manner operate to release of discharge the surety from its liability under this bond. ( **BOND NUMBER** \_\_\_\_\_ )

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

(SEAL)

**Attorney-in-Fact SIGNATURE:** \_\_\_\_\_

PRINTED Name: \_\_\_\_\_

**Business Principal SIGNATURE:** \_\_\_\_\_

PRINTED Name: \_\_\_\_\_



# 2021 CONTRACTOR REGISTRATION APPLICATION

**REGISTRATION TYPE (Must Match Bond):**    General    Electric    HVAC    Plumbing

Other: \_\_\_\_\_

**REQUEST REGISTRATION BE RETURNED VIA:**    E-Mail: \_\_\_\_\_

Mail (INCLUDE STAMPED / SELF ADDRESSED ENVELOPE FOR RETURN)

**BUSINESS NAME:** \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

BUSINESS PHONE #: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**BUSINESS OWNER NAME:** \_\_\_\_\_

BUSINESS OWNER CELL #: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

Check Here – If Owner’s address is same as Business address above

OWNER’S ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

## **WORKERS COMPENSATION**

I understand that state law requires me to have Workers Compensation pursuant to Chapter 4123 of the Ohio Revised Code

\_\_\_\_\_ (Initials) I have provided a copy of my current Workers Compensation Certificate for registration

**- OR -**

\_\_\_\_\_ (Initials) I am the sole owner of my company and do not have any employees; therefore, I do not carry Workers Compensation. If sub-contractors are hired to perform any duties, I understand they must be a registered contractor in the City of Brook Park

**BUSINESS OWNER’S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_