

**HURON TOWNSHIP**  
**CONTRACTOR REGISTRATION REQUIREMENTS**

BUILDING, REMODELING, SIDING, ROOFING, SIGN, ELECTRICAL, HVAC, and MECHANICAL,

All contractors shall register with the Huron Township Building and Zoning Department prior to performing any work. No person shall allow a contractor who has failed to register to perform any work in Huron Township or any of its registered sub-departments..

- (a) A contractor seeking to be registered shall submit the following to the Building and Zoning Department:
  - 1) An application for registration on a form prescribed by the Building Official;
  - 2) The contractor's certificate of liability insurance demonstrating a minimum combined bodily and property damage coverage in the amount of \$300,000. Liability insurance coverage shall be maintained in full force and effect and a copy of any policy changes including renewal forwarded to the Building and Zoning Department throughout the term of the registration;
  - 3) Proof of compliance with the State of Ohio's Workers' Compensation Laws;
  - 4) A copy of the current license issued pursuant to Ohio R.C. Chapter 4740 by the Ohio Construction Industry Examining Board to the contractor or an employee of a contractor, if such a license is required for the contractor's trade; and
  - 5) A registration fee in an amount established by the Building Official.
  
- (c) Upon submission of the items required above, the Building Official shall issue a registration certificate. The application may be denied if the contractor fails to submit any of the items required above, the contractor has previously failed to comply with the applicable requirements of all building codes as adopted by Huron Township or as regulated by the state building code; or the contractor has at any time violated any provision of this chapter.

**TERM AND RENEWAL**

- (a) A registration certificate issued pursuant to Resolution #2015-21 shall be valid for the calendar year in which it is issued and shall be renewed annually thereafter.
  
- (b) A registration certificate issued pursuant to Resolution #2015-21 may be renewed within 30 days following expiration of the registration certificate upon payment of the fee established by the Building Official and proof of continued liability insurance coverage as required by Resolution #2015-21, and a copy of the current license as required by Resolution.

**ASSIGNMENT, TRANSFER, USE BY THIRD PERSONS**

A registered contractor shall not assign, transfer or allow any other person to use its registration certificate for any purpose.

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### **SUSPENSION AND REVOCATION**

- (a) The Building Official may immediately suspend or revoke a registration certificate or deny renewal of a registration certificate if:
- 1) The contractor fails to comply with the applicable requirements of all building codes as adopted by Huron Township or as regulated by the State.
  - 2) The contractor's license issued by the Ohio Construction Industry Examining Board is suspended or revoked;
  - 3) The holder of the license issued by the Ohio Construction Industry Examining Board becomes disassociated with the contractor and a license of another employee of the contractor is not submitted to the Chief Building Official within 90 days after the disassociation;
  - 4) The contractor fails to maintain liability insurance coverage as required pursuant to Resolution #2015-21;
  - 5) The contractor violates any provision of this building Resolution.
  - 6) An order of the Building Official suspending or revoking a contractor's registration certificate shall be effective upon written notice served upon the contractor.

### **APPEALS**

If the Building Official denies a contractor's application for registration, suspends or revokes a contractor's registration certificate, or denies renewal of a registration certificate, the contractor shall have the right to appeal to the Huron Township Trustee Registration Appeals. The contractor shall submit a notice of appeal to the Huron Township Trustee Registration Appeals within five days from the receipt of the order of the Building Official. The decision of the Huron Township Trustee Registration Appeals shall be final.

### **PERMITS MAY BE ISSUED TO**

- (a) No permit shall be issued to any person to do or cause to be done any work regulated by Huron Township, except to a person holding a valid and unexpired Mechanical, Electrical, HVAC contractor's license issued by the Ohio Construction Industry Examination Board pursuant to Chapter 4740 of the Ohio Revised Code or a registered Contractor with Huron Township.

### **EXEMPTIONS**

No registration shall be required for the occupying owner and immediate family of the occupying owner of a one, two or three-family residential unit who personally performs the work at such residence, provided that the work must comply with all other requirements of the Building Code and a current building and/or electrical permit is issued by the Building Dept. and a notarized affidavit is provided on a form prescribed by the Building Official. That said owner shall personally purchase all material and perform all labor in connection therewith; this exemption also allows the usual accessory buildings etc. on the same property.

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**APPLICATION FOR PERMIT**

Any person legally entitled to apply for and receive a permit shall make the application on forms provided for that purpose. He shall give a description of the character of the work proposed to be done, and the location, ownership, occupancy, and use of the premises in connection therewith. The administrative authority may require plans, specifications, drawings, and other information as he may deem necessary. If the administrative authority determines the plans, specifications, drawings, description, or information furnished by the applicant are in compliance, he shall issue the permit applied for upon payment of the required fee as hereinafter fixed.

**FEES FOR PERMITS**

The fee for each permit shall be paid to Huron Township or the applicable sub-department as directed by the Huron Township Building Department. All money derived from the registration of applicants and fees pursuant to this chapter shall be paid to Huron Township. The schedule of fees shall be determined by the Huron Township Trustees.

**NOTIFICATION FOR INSPECTIONS**

It shall be the duty of the permit holder to give a minimum of 24 hours advance notice, exclusive of Saturdays, Sundays, and legal holidays, to the administrative authority when an inspection is ready. It shall be the duty of the permit holder to make sure that the work prescribed is complete before giving the notification. Where the administrative authority finds that the work will not pass the inspection, the permit holder shall be required to make the necessary corrections after which it shall be resubmitted for inspection with 24 hours advance notice, exclusive of Saturdays, Sundays, and legal holidays.

**PENALTY**

Whoever violates any of the provisions of this Building Resolution shall be fined not more than five hundred dollars (\$500.00). Each day's violation shall constitute a separate offense.

NOTE: As prescribed in the Huron Township Schedule of fees, a two hundred percent (200%) penalty shall be assessed to anyone that a permit is required and who starts any project before first obtaining permits and approvals.

# HURON TOWNSHIP BUILDING & ZONING DEPARTMENT

1820 Bogart Road, Huron, Ohio 44839

Telephone: 419-433-2755

[www.hurontwp.org](http://www.hurontwp.org)

<b>CONTRACTOR REGISTRATION/RENEWAL APPLICATION</b>		Dba:	
Company Name:		License Holder Name:	
Contact Name:		City, ST, Zip:	
Company Address:		Telephone:	
Telephone:		Mobile:	
Fax:		Email:	
		<i>In order to receive renewal notifications you must provide a current email address.</i>	
Mark the trade(s) for which your are registering:		<input type="checkbox"/> General Contractor	
		<input type="checkbox"/> Home Improvement	
		<input type="checkbox"/> Sign Contractor	
		<input type="checkbox"/> Building Mover	
		<input type="checkbox"/> Demolition Contractor	
		<input type="checkbox"/> *Fire Safety (fire alarm/fire suppression)	
		<input type="checkbox"/> *Electric	
		<input type="checkbox"/> *HVAC	
		<input type="checkbox"/> *Hydronic	
		<input type="checkbox"/> *Refrigeration	
		<input type="checkbox"/> Other:	
		<i>(Please list trade if not listed above)</i>	
		* Requires license issued by the State of Ohio	
<p>The following items shall be submitted with this completed application in order to register with Huron Township as a contractor:</p> <ol style="list-style-type: none"> <li>1. Certificate of Liability Insurance demonstrating a minimum combined bodily and property damage coverage in the amount of \$300,000. Liability insurance coverage shall be maintained in full force and effect without interruption and a copy of any policy changes including renewal forwarded to the Building and Zoning Department throughout the term of the registration.</li> <li>2. Proof of compliance with the State of Ohio Workers' Compensation laws, or, a typewritten, signed letter stating the reason why such Certificate is not held.</li> <li>3. A copy of the current license issued by the State of Ohio pursuant to Ohio R.C. Chapter 4740 by the Ohio Construction Industry Licensing Board, or a certificate issued pursuant to Ohio R.C. 3737.65 by the Ohio Fire Marshall if you are working in one of the above noted trades.</li> </ol> <p style="text-align: center;"><i>(A copy of the entire Resolution adopting these regulations is available upon request)</i></p>			
A registration certificate shall be valid for the calendar year in which it is issued and must be renewed annually thereafter.			
A registered Contractor shall not assign, transfer or allow any other person to use his or its registration certificate for any purpose.			
Please sign below certifying that all the information provided is true, accurate and complete to the best of your knowledge. Your signature certifies that you are the owner or have been authorized by the owner of the company to sign as agent and agree to all applicable laws of this jurisdiction.			
Signature		Date	
Printed Name:		Title	
*****For Office Use Only*****			
Date Issued:		Registration Number:	