LAKE COUNTY BUILDING DEPARTMENT
27 Woodland Road Painesville, Ohio 44077
TEL: 440-350-2636 440-918-2636 FAX 440-350-2660
www.lakecountyohio.gov/buildinginspection

2016 CONTRACTOR'S REGISTRATION APPLICATION

PLEASE CHECK ALL APPLICABLE: ( ) GENERAL ( ) ELECTRICAL ( ) HVAC ( ) HYDRONICS
( ) REFRIGERATION ( ) GAS PIPING ( ) FIRE ALARM ( ) FIRE SPRINKLER ( ) FIRE / HOOD SUPPRESSION

REGISTRATION FEE: $115.00 PER EACH INDIVIDUAL REGISTRATION - Make Checks payable to:
LAKE COUNTY TREASURER. IF MAILING IN, please enclose a SELF-ADDRESSED, STAMPED ENVELOPE.
A COPY OF YOUR COMPANY ANNUAL CERTIFICATE MUST BE ENCLOSED (Except General Contractors)

DATE: _____

NAME OF APPLICANT: _____
(MUST BE INDIVIDUAL WHO HOLDS STATE LICENSE)
HOME ADDRESS: _____
CITY: _____
STATE: _____ ZIP CODE: _____
HOME TELEPHONE NUMBER: _____
CELL PHONE NUMBER: _____
EMAIL: _____

COMPANY REPRESENTING:
_____
(COMPANY NAME APPEARING ON STATE OF OHIO LICENSE)
BUSINESS ADDRESS: _____
CITY: _____
STATE: _____ ZIP CODE: _____
BUSINESS TELEPHONE NUMBER: _____
BUSINESS FAX NUMBER: _____
CELL PHONE NUMBER: _____
EMAIL: _____

Please list **names of any additional personnel authorized** to **obtain permits** and **schedule inspections** for the above company. If more space is needed, please note that an additional page is attached.

_____
_____
_____

PLEASE NOTE: This form must be notarized.

I subscribe that, if registered, I will abide by the provisions set forth in the code of building regulations for the unincorporated areas of Lake County and the areas where the Lake County Building Department has jurisdiction. I will obtain all necessary permits and required inspections including final inspections. I will maintain a set of approved construction documents on site, and I will comply with all approved construction documents, codes, and standards. This certificate of registration can be revoked at the discretion of the Lake County Building Department for violations of the Building Codes or failure to obtain permits and required inspections, or other just cause, including violations of the provisions of this paragraph.

FALSIFICATION OF A PUBLIC DOCUMENT IS A VIOLATION OF THE OHIO REVISED CODE, SECTION 2921.13(A)(5), A MISDEMEANOR OF THE FIRST DEGREE, PUNISHABLE BY UP TO SIX (6) MONTHS IMPRISONMENT AND A FINE OF $1,000 OR BOTH.

_____
APPLICANT'S SIGNATURE

_____ ***being duly sworn deposes and says that the information provided herein is true and sufficiently complete so as not to be misleading.***
(Applicant's Name)

Subscribed and sworn before me this _____ ***day of*** _____ ***20*** _____

SEAL

_____
NOTARY SIGNATURE

NOTARY STAMP or PRINT NOTARY NAME _____
Expiration Date of Commission: _____ **COMMISSION RECORDED IN:** _____
(COUNTY)

REGISTRATIONS ARE VALID FROM JANUARY 1ST - DECEMBER 31st OF EACH YEAR.

2016 APPLICATIONS ARE BEING ACCEPTED AS OF December 1st, 2015.

Revised 11/15

- Contractors must register annually using the form provided by the Lake County Building Department. ***Note: All contractors doing work within Lake County Building Departments jurisdictions are required to register with the Lake County Building Department if they are performing Residential or Commercial / Non-Residential work.***
- *The name of the applicant must be a person not a company and must be the individual who signs the applicant's signature line in the presence of the Notary Public.*
- *The Notary Public needs to complete their section completely: Applicant's name, notarial seal, county their commission is recorded in and if applicable, the expiration date of commission.*
- *Please list names of any additional personnel authorized to obtain permits and schedule inspections. The Notary Public* ***cannot*** *be listed as the additional authorized personnel.*
- *If completing the Company Name field, the name must match the name listed on the State of Ohio license or the State of Ohio Company Annual Certificate.*
- The following contractors must be registered annually (January – December) at a fee of $115:
  - **Electrical –** (Residential or Commercial / Non-Residential) requires copy of State of Ohio Electrical License.
  - **Gas Piping** – *(Residential or Commercial / Non-Residential)*. Requires copy of State of Ohio Plumbing or HVAC License.
    - **Note**: a registered HVAC or Plumbing contractor can install Gas Piping and obtain any required permits for Gas piping, *(Residential or Commercial / Non-Residential)*.
  - **HVAC –** (Residential or Commercial / Non-Residential) requires copy of State of Ohio HVAC License.
    - **Note:** For **Residential work only** a registered HVAC contractor can obtain any required permits for Residential boilers / hot water heat installation and replacement.
  - **Hydronics** – (Residential or Commercial / Non-Residential) requires copy of Ohio Hydronics License.
    - **Note**: for **Residential work only** a registered HVAC contractor can obtain any required permits for Residential Hydronics.
  - **Fire Alarm - Safety** – (Commercial / Non-Residential only) requires copy of State Fire Marshal company annual certificate.
  - **Fire Sprinkler** – (Residential or Commercial / Non-Residential) requires copy of State Fire Marshal company annual certificate.
  - **Fire / Hood Suppression** - (Commercial / Non-Residential only) requires copy of State Fire Marshal company annual certificate.
  - **Refrigeration –** (Commercial / Non-Residential only) requires copy of Ohio Refrigeration License.
  - **General –** All applicants for Residential or Commercial / Non-residential acting as the general contractor / builder.
- **Registration Requirements***: Registrations are valid January 1st – December 31st of each year. Registration applications received after December 1st will be good for the remainder of the year and the following calendar year. The following items must be received at one time in order to process registration request:*
  - *Registration Application Form. (Notarized)*
  - *$115 Registration Fee.*
  - *Note: If done VIA mail, Please enclose a self-addressed stamped envelope.*