

**LAKE COUNTY BUILDING DEPARTMENT**

105 Main St, Building B, Second Floor, Painesville, Ohio 44077

TEL: 440-350-2636 440-918-2636 FAX 440-350-2660

[www.lakecountyohio.gov/buildinginspection](http://www.lakecountyohio.gov/buildinginspection) or [lcdb@lakecountyohio.gov](mailto:lcdb@lakecountyohio.gov)

**2024 CONTRACTOR'S REGISTRATION APPLICATION**

CHECK ALL APPLICABLE: ( ) GENERAL ( ) ELECTRICAL ( ) HVAC ( ) HYDRONICS  
( ) REFRIGERATION ( ) FIRE ALARM ( ) FIRE SPRINKLER ( ) FIRE / HOOD SUPPRESSION  
( ) PLUMBING (RESIDENTIAL/NON-RESIDENTIAL) ( ) CERTIFIED BACKFLOW TESTER (See note on Reverse)  
( ) PLUMBING RESIDENTIAL ONLY (See note on reverse)

**REGISTRATION FEE: \$120.00 PER EACH REGISTRATION. Make checks payable to:**

**LAKE COUNTY TREASURER. If receipt required, please enclose a self-addressed, stamped envelope.**

**ENCLOSE A COPY OF YOUR STATE LICENSE or COMPANY ANNUAL CERTIFICATE IF APPLICABLE (See notes on page 2)**

**Note: It is the contractor's responsibility to follow all local municipality rules, regulations and registration requirements. This registration does not take the place of any local municipal requirements, please check with the local municipality for any additional requirements.**

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

*Please complete both boxes.*

NAME OF APPLICANT: \_\_\_\_\_  
(Must be individual who holds state license if applicable)  
HOME ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_  
STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
HOME TELEPHONE NUMBER: \_\_\_\_\_  
CELL PHONE NUMBER: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

PRINT COMPANY NAME: \_\_\_\_\_  
\_\_\_\_\_  
(COMPANY NAME APPEARING ON STATE OF OHIO LICENSE IF APPLICABLE)  
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:** \_\_\_\_\_

**REGISTRATIONS ARE VALID FROM JANUARY 1<sup>ST</sup> - DECEMBER 31<sup>ST</sup> OF EACH YEAR.**

(COUNTY)  
Revised 1/22

- 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.
- When completing the Company Name field, the name must match the name listed on the State of Ohio contractor license or the State of Ohio Company Annual Certificate.
- The following contractors must be registered annually (January – December) at a fee of \$120:
  - **Electrical** – (Residential or Commercial / Non-Residential) requires copy of State of Ohio Electrical License. Includes electric temp poles & electric to septic.
  - **Plumbing** – (Residential or Commercial / Non-Residential). Requires copy of State of Ohio Plumbing 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).
    - **Note:** an individual who can show proof that they have continuously registered for residential plumbing will not be required to show a State of Ohio License to register for residential plumbing.
    - **Note:** Registered Plumbing contractors may install backflow devices and do plumbing installations.
    - **Note:** Registered Backflow installers may only install backflow devices but not plumbing installations. Requires Backflow Certificate.
  - **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**, registered HVAC and Plumbing contractors 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. No state license required.
- **Registration Requirements:** Registrations are valid January 1<sup>st</sup> – December 31<sup>st</sup> of each year. Registration applications received after November 1<sup>st</sup> 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)
  - Registration Fee.
  - State License/Certification where required.
  - Note: If done VIA mail, please enclose a self-addressed stamped envelope if a receipt is required.
- A homeowner may pull permits for the homeowner's own property **if the homeowner is performing the work himself or herself**. Home owners are not required to be registered.
- Per Lake County Commissioners' Resolution 20060720 dated July 20, 2006, all residential electric, HVAC, gas piping, plumbing, and hydronics contractors are required to show a state of Ohio license upon registration.