



**CITY OF LANCASTER**  
**Building Department**  
121 East Chestnut Street, Suite 102  
Lancaster, Ohio 43130-3825  
(740) 687-6649  
Fax (740) 681-5030  
Web site: [www.ci.lancaster.oh.us/dept/building](http://www.ci.lancaster.oh.us/dept/building)

### **Contractor Registration**

Revised 01/2011

The City of Lancaster requires contractor registration per City Ordinances and through powers granted under the Ohio Revised Code. This includes any individual or company acting as a general, home improvement, specialty trade or skilled trades contractor including any construction activities such as electrical, plumbing, hydronics, heating & cooling, structural (includes all building construction, roofing, siding, gutters, water proofing, cement and drywall trades), masonry, fire protection, fire suppression, water and sewer line tapping or excavation within the City of Lancaster.

No person shall act as or claim to be a construction contractor of any type, or perform any construction work on any commercial or residential construction unless first registered with the Certified Building Department.

No person shall act as or claim to be a heating, ventilating, air conditioning contractor, refrigeration contractor, plumbing contractor, electrical contractor, or hydronics contractor, unless that person holds or has been assigned a license issued pursuant to Ohio Revised Code Chapter 4740, for the type of contractor that person is acting as or claiming to be. This means all skilled trade contractors must show proof of a license issued by the State of Ohio Contractors Licensing Board to register with the City of Lancaster on commercial construction projects located within the City. ORC 4740.13

The following items must be submitted to register or at the time of renewal:

- Completed contractor registration application. Commercial contractors must attach a copy of State license(s) for each trade checked on the application. ORC 715.27
- Proof of liability insurance with a minimum coverage of \$300,000. Copy of certificate of coverage from insurance company must be attached.
- A \$15,000 Surety Bond payable to the City of Lancaster. Use the attached bond form.
- A copy of current Workers Compensation Certificate for businesses that have more than one employee.
- Registration Fee of \$100.00 applies for each major category that is applied for on the application. Categories are general, home improvement/specialty or each skilled trade. Payment must be cash or check payable to "Lancaster City Treasurer". The registration fee is for a 12 month period.
- A completed "Tax Business Questionnaire" form.

All completed forms, licenses and documentation must be returned together with the registration fee to be considered. Fees cannot be accepted without all documentation and forms. If an incomplete packet is mailed in, a \$10 additional processing fee will be added and the incomplete packet will be mailed back to the applicant. For more information, form copies or other related forms, please see our web site at [www.ci.lancaster.oh.us](http://www.ci.lancaster.oh.us) and look under "Departments" icon for the "Certified Building Department" or visit our office. All inspections can be called into our office anytime by calling 740-681-5018.

## Application for Contractor Registration

I hereby make application to the City of Lancaster Certified Building Department for contractor registration as: (see definition page before completing this section of the form)

\_\_\_\_\_ **General Contractor**

\_\_\_\_\_ **Home Improvement or Specialty Contractor**

List all Home Improvement or Specialty Trades you would like to register.

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Note: Your bond form should list each specialty trade listed above.

### Skilled Trades

(check appropriate box(s) below for your skilled trade)	<u>Residential</u>	<u>Commercial</u>
_____ Electrical	_____	* _____
_____ Plumbing	_____	* _____
_____ HVAC	_____	* _____
_____ Refrigeration	_____	* _____
_____ Hydronics, Steam, Gas	_____	* _____
_____ Fire/Security Detection & Suppression	_____	* _____

**Special Notes:** Commercial contractors that register under three (3) or more categories are automatically considered being a "General" or "Home Improvement/Specialty" contractor depending on the usual and normal work performed, and are permitted to register as such for no additional fee. \*Per Ohio Revised Code, you MUST provide a copy of your State of Ohio Contractors License to register for **commercial trade work**. All skill trades may be covered under one bond; however a separate registration fee will apply for each trade checked above.

### Applicant:

Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (     ) \_\_\_\_\_ Cellular(     ) \_\_\_\_\_

Fax (     ) \_\_\_\_\_ Email \_\_\_\_\_

### Business:

Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (     ) \_\_\_\_\_ Cellular(     ) \_\_\_\_\_

Fax (     ) \_\_\_\_\_ Email \_\_\_\_\_

### Statement By Applicant

Bonding Company \_\_\_\_\_

Agent's Name \_\_\_\_\_ Phone(     ) \_\_\_\_\_

Agent's Address \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I hereby certify that, to the best of my knowledge and belief, all statements made herein are complete and accurate.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Contractor Registration Categories and Definitions**

**GENERAL**- means those persons, business or companies that directly engage in building construction and hire subcontractors to provide construction services for specific skilled trades. As of 2005 a state license is not required to register as a general contractor. The general contractor may perform limited work, as the Building Department determines, on residential projects that are listed under the “skilled trades” category. All work that Involves more than limited work must be completed by persons, businesses or companies registered under the applicable skilled trade category.

**HOME IMPROVEMENT or SPECIALTY**- means those persons, businesses or companies that directly engage in specific construction activities, alterations or renovations. As of 2005 a state license is not required to register under this category. Home improvement or specialty contractors are permitted to perform limited work, as determined by the Building Department, on residential projects that are listed under the “skilled trades” category. All work that involves more than limited work must be completed by persons, businesses or companies registered under the applicable skilled trade category.

### **Home Improvement and/or Specialty Trades:**

(Registration under more than one specialty permitted if bond provided reflects each specialty)

**Drywall/Plaster**- means those persons, businesses or companies that provide drywall (gypsum board) or cement plaster installation, repair or replacement in or on a building structure.

**Deck**- means those persons, businesses or companies that provide services to install, repair or replace an exterior floor system supported on at least two opposing sides by adjoining structure and/or posts, piers, or other independent supports.

**Demolition/Hauling**- means those persons, businesses or companies that provide services to demolish structures and remove construction materials from a specific location.

**Excavator/Tapper**- means those persons, businesses or companies that provide services to remove, replace, compact or grade earth for construction projects and to install, tap into, repair or replace sewer, water, gas or other utilities lines or cables.

**Framing**- means those persons, businesses or companies that provide services to install, repair or replace structural components, beams, framework, or deck work in a building structure.

**Gutter/Spouting**- means those persons, businesses or companies that provide installation, repair or replacement on any system of water collection or diversion of water from a roof system through drain lines on or about a building structure.

**Landscaping**- means those persons, businesses or companies that provide the installation of lawns, tree, shrubbery or bushes at or about building construction sites.

**Masonry/Cement/Asphalt**- means those persons, businesses or companies that provide services for installation of block, bricks, stone, cement or asphalt at or on a building structure or construction site.

**Roofing**- means those persons, businesses or companies that provide services to install replace or repair a system designed to provide weather protection and resistance to design loads consisting of roof decking, vapor retarder, substrate and roof covering.

**Siding**- means those persons, businesses or companies that provide services to install, replace or repair a covering material on the exterior of building structures as to protect the structure against weather elements.

**Sign & Graphics**- means those persons, businesses or companies that provide services to install, repair, replace or modify publicly displayed boards that contain information, advertising or symbols including any form of visual artistic representation.

**Swimming Pool**- means those persons, businesses or companies that provide services to dig and install, repair or replace indoor or outdoor tank(s) of water and pumping and filtering equipment used for human swimming purposes.

**Waterproofing**- means those persons, businesses or companies that provide services to install, apply or remove materials applied to building foundations, walls, and floors to prevent the penetration of water into the interior of a building structure.

**Windows**- means those persons, business or companies that provide services to install, repair or replace framed glass structures installed on the exterior of building structures.

### **Skilled Trades**

State Contractors license required to register for skilled trades on commercial projects

**ELECTRICIAN**- means those persons, businesses or companies that provide services to install, repair or replace electrical apparatus or appurtenances within or about a building structure or specific location.

**FIRE/SECURITY DETECTION & SUPPRESSION**- means those persons, businesses or companies that provide services to install, repair, test and replace fire or security detection equipment, reporting devices, fire sprinklers and piping, stand pipes, fire suppression equipment and suppression hoods.

**HYDRONICS**- means those persons, businesses or companies that provide services to install, repair or replace fluid, steam or gas pressure piping systems within a structure.

**HVAC**- means those persons, businesses or companies that provide services to install, repair or replace heating, ventilating, and air-conditioning systems within a building.

**PLUMBER**- means those persons, businesses or companies that provide services to install, repair or replace pipes and fixtures used to transport water and sewage within or about a building structure or property.

**REFRIGERATION**- means those persons, businesses or companies that provide services to install, repair and replace systems that vaporize and liquefy a fluid used for refrigerate storage systems and other components attached.

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Ohio Revised Code and Lancaster City Ordinance permit the Building Department to determine and require which contractors must register. After the application is filed and fee(s) paid the contractor is instantly registered. The application is then entered into our data base where a registration number unique to the contractor will be issued. The registration number process usually takes two business days. The registered contractor shall be listed on our Internet Web site with current business name, address and telephone number under the category(s) for which the contractor has registered.

Consumers, upon request, will be given a list of registered contractors as a matter of public record, but this does not constitute an endorsement or advertising of any contractor's products or services by the City of Lancaster.

Contractors who fall into the listed categories and are performing work in the City of Lancaster must register. Registration must be renewed every 12 months to remain current. The penalty for failure to register is a first degree misdemeanor. Contractors engaging in commercial work without a State License will be forwarded to the Ohio Construction Industry Licensing Board for investigation and prosecution.

### **Individual, Organization and Business Registration Exemptions**

**The following individuals, organizations and businesses are exempt from registering as a contractor with the Building Department:**

- The owner occupant of a single family residence performing any activities that do or do not require permits. Homeowner Permit Affidavit form must be completed and submitted prior to the issuance of any permits.
- The owner of any one, two or three family home that is used as a rental or lease property, when the owner performs work activities that normally does not require a permit. If a permit is required, the owner shall provide a \$15,000 Surety Bond to the Building Department to assure permitted projects are completed. The owners name will not appear on the City Internet site. Owners of rental or lease properties shall, upon the request of any Building Official, produce evidence of ownership of any building when activities that normally do not require a permit are observed or reported to our office. Any contractors hired by the owner shall be registered. Owners of four or greater family homes are regulated by the OBC and are considered a commercial building, therefore the owner is required to register under the appropriate trade categories.
- Any charitable or non-profit organization of a single family home that is under construction who utilizes volunteers to perform construction activities normally performed by contractors. Such organizations shall submit proof of liability insurance to the Building Department on an annual basis. Any contractors hired by the organization shall be registered.
- Any business that utilizes personnel directly employed by the company to perform activities on company owned property that may or may not require permits. A company official must complete a Registration Exemption Affidavit form. Any contractors hired by the company shall be registered.

**(NOTE: Exemption from Contractor Registration does not mean exemption from providing plan submittals and attaining approvals, building permits and required inspections to comply with all building codes and ordinances in effect.)**

# LANCASTER CITY INCOME TAX

## BUSINESS QUESTIONNAIRE

**(Contractors- Complete this form and attach to your application for contractor registration)  
If you have previously registered, list your tax account number here \_\_\_\_\_ and do not complete this form.**

**CITY HALL 3<sup>RD</sup> FLOOR  
104 E. MAIN STREET, PO BOX 128  
LANCASTER, OHIO 43130**

**HOURS 7:30AM-4:30PM M - F  
TELEPHONE (740) 687-6606  
TAX RATE 1.75 %**

**THIS QUESTIONNAIRE IS FOR SOLE PROPRIETORS, PARTNERSHIPS AND CORPORATIONS DOING BUSINESS IN THE CITY OF LANCASTER OR WITHHOLDING LANCASTER INCOME TAX FOR RESIDENTS WORKING OUTSIDE OF LANCASTER. PLEASE COMPLETE, SIGN AND RETURN THIS FORM.**

1. Trade Name of business: \_\_\_\_\_  
Local address: \_\_\_\_\_ Local telephone No. \_\_\_\_\_
2. Is the above address the main or branch office? \_\_\_\_\_. If branch give name, address and telephone # of main office  
Name \_\_\_\_\_ Telephone \_\_\_\_\_/\_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
3. Type of Ownership (check one):  
 Sole proprietorship. Name of owner: \_\_\_\_\_  
Residence Address: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_ Telephone \_\_\_\_\_ - \_\_\_\_\_  
Federal EIN: \_\_\_\_\_  
 Legal Partnership. Name of Partnership: \_\_\_\_\_  
Federal EIN: \_\_\_\_\_ Date partnership formed: \_\_\_\_\_  
Please attach a listing of all partners to include Name, Social Security number, Residence address and telephone number of each partner.  
 Corporation. Name of Corporation: \_\_\_\_\_  
Federal EIN: \_\_\_\_\_ Date Incorporated: \_\_\_\_\_  
Please attach a listing of all officers to include Title held, Name, Address, Social Security number and telephone number of each officer.  
 Sub-Chapter S Election for Corporation. Include the same information as required for Corporation.  
 Non-Profit Corporation. Federal EIN: \_\_\_\_\_
4. Date business activity began or was acquired in the City of Lancaster \_\_\_\_\_ Date ceased: \_\_\_\_\_  
Date employees started working in the City of Lancaster: \_\_\_\_\_  
Date you started withholding Lancaster Income Tax on Residents working outside Lancaster: \_\_\_\_\_  
Anticipated monthly withholding taxes due to Lancaster : \$ \_\_\_\_\_
5. Nature of business conducted: \_\_\_\_\_
6. Accounting period used for Federal Tax purposes: Calendar \_\_\_\_\_ Fiscal year \_\_\_\_\_ Year End \_\_\_\_\_
7. Who prepares your Tax Returns? Name or firm: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone No: \_\_\_\_\_ - \_\_\_\_\_ Fax No: \_\_\_\_\_ - \_\_\_\_\_
8. Name and address of previous owner (if applicable): \_\_\_\_\_  
\_\_\_\_\_
9. Do you employ one or more persons? \_\_\_\_\_ Do you employ anyone working in Lancaster? \_\_\_\_\_  
At what location in the city of Lancaster is or was the work performed? \_\_\_\_\_

NOTE: If you do not currently employ anyone working in Lancaster, be advised if you do at some time in the future, you must notify this office to establish a withholding account and to receive the proper forms.

**PLEASE COMPLETE REVERSE SIDE OR THE FOLLOWING PAGE**

10. Do you pay independent or sub-contractors for services performed inside the city limits? \_\_\_\_\_  
 Do you pay commissions for sales or service performed in the city? (not included on W2) \_\_\_\_\_

NOTE: if the answer is yes to either question on line 10, you must attach a listing to include Name, Address and Social Security Number of those persons AND at year-end provide a copy of forms 1099-MISC that you issued to them.

11. If you are a contractor or sub-contractor working on a project in Lancaster, give the name of the General Contractor, Project(s) address and estimated start and completion date of each: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
12. Do you also conduct your business from other locations? \_\_\_\_\_ If yes, list addresses of other locations within the city of Lancaster: \_\_\_\_\_  
 \_\_\_\_\_
13. Do you operate any other businesses? \_\_\_\_\_ If yes, list any located in the city of Lancaster: \_\_\_\_\_  
 \_\_\_\_\_
14. If your place of business is outside of Lancaster, do you have any earnings resulting from activity within the city of Lancaster? \_\_\_\_\_
15. With reference to real estate property (land and buildings) located within the city of Lancaster, do you occupy real property that you rent from others? \_\_\_\_\_ If yes, to whom is the rent paid?  
 Name (Owner or Agent): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_
16. Do you own (past or present) rental property in Lancaster? \_\_\_\_\_ If yes, provide the property address, date of acquisition and the date the property was sold (if applicable): \_\_\_\_\_  
 \_\_\_\_\_

PLEASE PROVIDE MAILING ADDRESSES WHERE TAX FORMS SHOULD BE MAILED

Business Net Profit Forms:

Employee Withholding Tax Forms:

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

ATTN: \_\_\_\_\_

ATTN: \_\_\_\_\_

ADDR: \_\_\_\_\_

ADDR: \_\_\_\_\_

CITY: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP \_\_\_\_\_

The information hereby submitted, including any accompanying lists and statements, is true and correct.

Print or type the name of person signing this form: \_\_\_\_\_

Title of same: \_\_\_\_\_ Telephone No: \_\_\_\_\_ - \_\_\_\_\_

Date: \_\_\_\_\_ Signature \_\_\_\_\_

The information provided on this Questionnaire is confidential and will be used for official city income tax purposes only.

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## Contractor Registration Bond Information

*Contractor: Give this sheet to your bond company to ensure all information is correct on the bond.*

*Bonding Agency: Please follow the instructions below when completing the Registration Bond Form.*

1. Form- Please use the bond form provided by the City of Lancaster
2. Bond Number and Date- Enter the bond number and date on the form on the lines on the top left.
3. Amount of Bond- All Contractor Registration bonds are \$15,000. Do Not Change This Amount.
4. Name of Registrant- Complete this space with the name of the person submitting this form.
5. Name of Company-If the contractor is doing business as a company or assigning their registration to a business, complete this section with the exact full business name. If the contractor is conducting business as herself/himself, not using a business or corporation name, leave this section blank. The bond *must* contain the exact and full individual name or the exact full business name the contractor will use in doing business with the City of Lancaster. If the contractor is assigning their registration to a business, the exact full business name must appear on the bond.
6. Name of Bond Company- The bond company name must appear here.
7. Registration Type- Complete this section with the type of trade(s) in which the contractor is registered to engage. **In the event a registrant performs more than one trade, all trades may be covered under a single bond however a registration fee will apply for each trade or category checked in the "Application for Contractor Registration" form.**
8. Expiration Date- New registrants one year from date that appears on bond. Renewal registrants one year from the date that is established on your current bond or the date that appears on your new submitted bond.
9. Dating and Signing of Bond- This section needs to be completed by both the registrant and the bonding company. Signatures must be originals Do not use rubber stamps.
10. Bond Seal- The bond must have either an original imprinted seal or gold seal affixed to it for validation. Any bond missing this seal is considered invalid and will be returned to the registrant without review.

When the bond form has been properly completed, return it to the applicant. Do not return this form to our office. The applicant must complete additional paperwork and attach a check for the registration fee. We do not accept postmarks or delivery service dates as received dates.



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## Contractor Registration Bond Form

Bond # \_\_\_\_\_

Date \_\_\_\_\_

Amount \$15,000

**Know All Men By These Presents:**

That (Registrant) \_\_\_\_\_

Of (Company) \_\_\_\_\_

As Principal and (Bond Company) \_\_\_\_\_

As Surety, are held firmly bound unto the City of Lancaster, c/o City Treasurer for the General Fund, City Hall, 104 East Main Street, Lancaster, Ohio 43130, as Obligee, in the sum of Fifteen Thousand and no/100<sup>th</sup> Dollars (\$15,000) to be paid to said Obligee City, its successors and assigns, and for the payment thereof well and truly to be made, we, Principal and Surety, jointly and severally bind ourselves, our heirs, executors, administrators, successors, and assigns firmly by these presents. The condition of the above obligation is such that:

**Whereas**, the above principal has or is about to apply to said Obligee for a registration as a \_\_\_\_\_ Contractor for the term commencing this date and ending (MO/DAY/YR) \_\_\_\_\_, pursuant to Ordinance 72-04 of the City of Lancaster, Ohio.

**Whereas**, Principal, his agents and employees shall save the City harmless from all loss and damage to persons or property which may be occasioned in any way, by accident or the want of care or skill on applicant's part, in the prosecution of the work contracted, performed, pursued or attempted under such registration, pursuant to Lancaster City Ordinance 72-04.

**Now Therefore**, if the registration shall be issued to Principal, his agents and employees shall save the City harmless from all loss and damage to persons or property of the City and aforesaid, then this obligation shall be void; otherwise, the same shall remain in full force and effect.

**It is Further Agreed and Understood** that Surety Company reserves the right to cancel this bond by giving thirty (30) days written notice to Obligee c/o Administrator for the Building Department, 121 East Chestnut Street, Suite 102, Lancaster, Ohio 43130, and upon receipt of such cancellation notice, Surety Company is relieved of any further liability, Surety Company will be liable for loss accruing up to the effective date of said cancellation notice, but in no event to exceed said \$15,000.00

Signed this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_

Registration Holder \_\_\_\_\_ By \_\_\_\_\_  
(Print or Type Name) (signature)

Surety \_\_\_\_\_ By \_\_\_\_\_  
(Print or Type) (Attorney-in-fact)

**Place Seal Here**