



**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)

## Registration Exemption Affidavit

For Companies Using Own Employee's to Perform Work  
**COMMERCIAL/INDUSTRIAL BUILDINGS ONLY**

State of Ohio, County of Fairfield

DATE \_\_\_\_\_

I, \_\_\_\_\_, do certify that I am a bonified representative of the following

Company: \_\_\_\_\_, located at \_\_\_\_\_

do hereby request exemption from the contractor registration program due to work being performed by company employees who are employed by the above company and are not and do not represent themselves as contractors as defined by the Ohio Construction Industry Licensing Board.

All work is affiliated with permit # \_\_\_\_\_ will be completed at the following location:

\_\_\_\_\_  
 ADDRESS City STATE ZIP

I UNDERSTAND AND WILL ABIDE BY THE FOLLOWING STIPULATIONS:

- The company named above agrees to complete the project(s) and occupy the building during the time of construction
- The company and address named above will be the sole user of the facility
- The company named above will not enter into a contract with a contractor that is not registered with the City of Lancaster
- The company named above will inform the City Building Department if it is decided to hire a contractor to complete the work
- The company named above will submit all required plans; acquire permits and inspections for the work performed by all company employees. All trade work must be supervised and documented by qualified company personnel
- I understand and agree to all the above stipulations and understand I am responsible for all construction and agree to abide by all building codes of the State of Ohio and ordinances of the City of Lancaster, Ohio:

\_\_\_\_\_  
 NAME OF APPLICANT- PLEASE PRINT

\_\_\_\_\_  
 SIGNATURE OF APPLICANT

\_\_\_\_\_  
 (AREA CODE) HOME PHONE

\_\_\_\_\_  
 (AREA CODE) ALTERNATE PHONE

Sworn to before me and signed in my presence this \_\_\_\_\_ day of \_\_\_\_\_,  
 In the year \_\_\_\_\_

**NOTARY SEAL HERE**

\_\_\_\_\_  
 NOTARY PUBLIC

FALSIFICATION OF A PUBLIC DOCUMENT IS A VIOLATION OF THE OHIO REVISED CODE, SECTION 2921.13 (A)(3), A MISDEMEANOR OF THE FIRST DEGREE, PUNISHABLE BY UP TO SIX (6) MONTHS IMPRISONMENT AND A FINE OF \$1,000 OR BOTH.

For Inspections call (740) 681-5018 anytime

Revised 0206