



Village of Baltimore

Fairfield County

103 West Market Street
Baltimore, Ohio 43105

Building Department
Phone: 740-862-3205
Fax: 740-862-4368

VILLAGE OF BALTIMORE CONTRACTOR REGISTRATION APPLICATION

New Registration Renewal Application Date _____

Name _____ Phone _____

Company Name _____ Phone _____

Address _____ City/State/Zip _____

E-mail Address _____ Age of Applicant _____

Business Type (Check One) Individual Sole Proprietorship Partnership Corporation Other:

Applicant's Position with Company _____

Insurance Company & Agent _____

Insurance Company Address _____ Phone _____

Expiration Date of Policy _____

Type of Registration:

General HVAC Plumbing Electrical Water/sewer lines installation

Note: A current copy of liability insurance, certificate of Worker's Compensation and state license, if applicable, must be submitted and kept on file in the Building Department of the Village of Baltimore, or registration is void. (This is the responsibility of the Contractor.)

This registration form, along with the payment of fifty (\$50.00) dollars registration fee must be delivered to this office no later than January 31st of each year to remain active.

REVOCATION OF REGISTRATION CERTIFICATE

Upon written complaint of any person, the Building Official will investigate the complaint, and may recommend to the Safety Committee of Council to revoke, modify or suspend any registration certificate issued pursuant to the provisions of this chapter. This includes acts or omissions of the holder of any such certificate; conversion of property or funds belonging to another, failure to complete any contract or work undertaken under the this registration, unreasonable delay in the completion of work performed, use of unapproved or fraudulent material, involuntary petition of bankruptcy by registration certificate holder, or unauthorized departure from plans or specifications agreed to by certificate holder and owner. The Safety Committee shall then make a final determination as to the action to be taken. The Building Official will notify the contractor of the action taken by the committee. However, no registration certificate shall be revoked without at least fifteen (15) days advance written notice by the Building Official to the registration certificate holder and allowance of appeal submitted in writing stating the reason for the appeal. Appeal is to be filed with the Building Official within ten (10) days of receipt of notice of revocation.

PENALTY

Any person who shall fail to comply with any of the provisions of this code shall be deemed guilty of a misdemeanor, and upon conviction, fined not more than five hundred (\$500.00) dollars.

CONTRACTORS REQUIRING REGISTRATION

1. Electrical Contractor: Any person who is engaged in the business, or who, pursuant to written or oral agreement with another person, undertakes any electrical work or portion involving that particular trade, art or craft.
2. Mechanical Contractor: Any person who is engaged in the business, or who, pursuant to written or oral agreement with another person, undertakes any heating and air conditioning work or portion involving that particular trade, art or craft.
3. Plumbing Contractor: Any person who is engaged in the business, or who, pursuant to written or oral agreement with another person, undertakes any plumbing work or portion involving that particular trade, art or craft.
4. General Contractor: Any person who is engaged in the business, or who, pursuant to written or oral agreement with another person, acts as a general contractor or project manager or portion involving that particular trade, art or craft.
5. Water/Sewer Lines Installer: Any person who is engaged in the business, or who, pursuant to written or oral agreement with another person, undertakes any water and/or sewer line installation work or portion involving that particular trade, art or craft.

EXEMPTIONS:

The following are not required to be registered:

- A. The property owner or resident who performs the work him or herself.
- B. Work done or caused to be done by the United States of America, the State of Ohio, or any agency or subdivision.

REGISTRATION PROCEDURES

Upon receipt of a Contractor Registration Application and recommendation by the Inspector, the Building Department may issue a registration certificate in accordance with regulations established by the Village of Baltimore. However, it shall not be mandatory that the Building Department issue a registration certificate should it be established to their satisfaction that the applicant in question has been of any of the acts or practices for which registration certificate could be revoked as set forth.

All registration certificates shall expire on the 31st day of December of the year for which the same was issued. No registration fee required shall be refunded for any cause whatsoever.

No registration certificate shall be issued or continue in effect unless the applicant shall give evidence that the following items are valid and remain in effect during the duration of the registration certificate:

- A. The prepayment of fifty (\$50.00) dollars registration fee to the Village of Baltimore and renewal fee is fifty (\$50.00).
- B. Public liability and property damage insurance with the minimum coverage of \$100,000.00/\$300,000.00 bodily injury and \$50,000.00 property damage.
- C. A Certificate of Worker's Compensation, when the applicant employs one (1) or more people.
- D. Applicant must be eighteen (18) years of age or older.
- E. Copy of State License for electric, plumbing, and heating and/or cooling registrations for commercial projects (effective September 17, 2001 per State House Bill 434).



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**VILLAGE OF BALTIMORE
INCOME TAX MANDATORY FILING REQUIREMENT**

All contractors are required to withhold Village of Baltimore, Ohio income tax from any employees who work in the Village of Baltimore and report it to the Baltimore Tax Administrator quarterly.

CONTRACTOR INFORMATION

1. Type of Organization: Individual Only Sole Proprietorship
 Partnership Corporation
 Non-Profit Limited Liability
 Other _____
2. Federal ID Number or Social Security Number: _____
3. Local Name and Address as used for business purposes:
Business Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Fax: _____
E-mail: _____
4. Mailing Address (for receipt of forms, correspondence) if different than above:
Business Name: _____
Address: _____
City: _____ State: _____ Zip: _____
5. Fiscal Year End (if different than December): _____
6. Nature of Business: _____
7. If partnership, list Name, Address and Social Security Number of partners:

Name of person completing this form (please print): _____
Signature: _____ Date: _____
Phone Number: _____

Please complete and return with permit application.