



Village of Baltimore

Fairfield County

103 West Market Street
Baltimore, Ohio 43105

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Bradley S. Nicodemus
Mayor

Teri Wise
Village Administrator

Kathryn E. Jenkins
Fiscal Officer

Jeffrey Feyko
Village Solicitor

VILLAGE OF BALTIMORE CONTRACTOR REGISTRATION

The Village of Baltimore requires contractor registration. This includes any individual or company who is engaged in the business as a general contractor, sub-contractor, and/or project manager, or who provides construction activities such as general construction, repair, renovation, electrical, plumbing, heating and/or cooling, water line or sewer line installation within the municipal limits of the Village of Baltimore. **Please note that property owners or residents performing work themselves are not required to register.**

When registering with the Village of Baltimore, the following items are required:

1. Completed application;
2. Proof of current certificate of liability insurance with a minimum coverage of \$100,000.00/\$300,000.00 bodily injury and \$50,000.00 property damage;
3. A copy of a current Certificate of Worker's Compensation (when the applicant employs one or more people);
4. A copy of the state license for electric, plumbing and heating and/or cooling registration for commercial projects (as required by House Bill 434);
5. Payment of \$50.00 for the registration fee.
6. Completed Baltimore Income Tax form.

Please remember to provide the village with renewal insurance and worker's compensation information at the time of renewal. Otherwise, the registration is no longer valid.

All registrations expire on December 31 of each year. All current registered contractors will be sent a renewal packer each November or December. If you have any questions contact Teri Wise at 740-862-4491 or twise@baltimoreohio.org



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Zoning Department
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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 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 employees 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).

Taxpayer Registration

Please **PRINT** all requested information. The information reported on this form will be used to establish your Taxpayer Account with the Village of Baltimore, and will be held in strict confidence. Please return completed, signed form to: **Village of Baltimore, Tax Administration Office, P.O. Box 125, Baltimore, Ohio 43105.**

RESIDENT/NON-RESIDENT INFORMATION

Please complete this section if you reside in Baltimore OR, if you work within the Village of Baltimore, and your employer *does not* withhold Baltimore Income Tax.

1. Name: _____ 2. Social Security #: _____
3. Name: _____ 4. Social Security #: _____
5. Name & Social Security Number of All Other Adults Living in the Residence: _____
6. Current Address: _____ 7. Previous Address: _____
8. Telephone Number: _____ 9. Date Moved To Current Address: _____
10. Signature _____ 11. Date: _____

MANDATORY FILING REQUIREMENT

All residents of the Village of Baltimore are required to file a Baltimore Income Tax Return each year, regardless of income. Tax is due on all income earned while a Baltimore resident.

BUSINESS/RENTAL INFORMATION

1. Type of Organization: Corporation Partnership Non-Profit Limited Liability Company Other: _____
2. Federal ID Number, or Social Security Number: _____
3. Local Name & Address as used for business purposes (or local address of rental property):
Business Name: _____
Address: _____
City: _____ State: _____ Zip: _____ Telephone Number: _____
4. Mailing Address (For receipt of forms, correspondence) if different than above:
Business Name: _____
Address: _____
City: _____ State: _____ Zip: _____
5. Date you began operations in Baltimore, or began withholding for a Baltimore resident: _____
 We have no employees working in Baltimore. We are withholding as a courtesy for employees who live in Baltimore.
6. Fiscal Year End (If other than December): _____ 7. Nature of Business: _____
8. If Partnership, list Social Security Number, Name, and Address of partners: _____
Name of Person completing form: (please print) _____ Phone: _____
Signature: _____ Date: _____