



Community Development Department
66 Mentor Avenue, Painesville, OH 44077

Contractor Registration Instructions

Per Part 13 of the Building Code for the City of Painesville, a Certificate of Registration is required by the City of Painesville to work as the following contractors:

- General Contractor
- Electrical Contractor
- HVAC Contractor
- Plumbing Contractor
- Sewer Builder Contractor

Information

- The City of Painesville registers individuals only.
- Electrical, HVAC and Plumbing Contractors are required to provide a current copy of their State of Ohio License. It is the responsibility of the contractor to insure the City has their current State of Ohio license throughout the registration period.
- If the applicant would like to give authorization to another individual for issuance of permits, those individuals must be listed on the Contractor application. There are no exceptions.
- Sewer Builders must provide a copy of a current **License** issued by Lake, Geauga, Cuyahoga County Sanitary Engineer's Office or hold a valid Sewer Builders license issued by the City of Painesville, or successfully complete a written sewer builder's exam administered by the City of Painesville.
- A Federal Identification Number (Federal ID#) and/or Social Security Number is required on all applications.
- **Fee Schedule:**
 - \$100.00 January 1 through January 31
 - \$150.00 February 1 through August 31
 - \$75.00 September 1 through December 31

Requirements

1. **SELF-ADDRESSED, STAMPED ENVELOPE** if registering by mail. Or you may bring your paperwork into the Building Department office at 66 Mentor Avenue.
2. **BOND AND INSURANCE REQUIRED.** Please do not send Insurance Certificate separate from your application unless it is for updating our files due to expiration.
 - Furnish a surety bond in the penal sum of twenty five thousand dollars (\$25,000). Please supply your insurance company with the **bond form enclosed**. The bond should be written to begin January 1 and is to expire on December 31 of the current year. **The bond must be embossed with a seal from your insurance company. A foil seal is also acceptable. The City of Painesville accepts electronic seals as well.** The City of Painesville does not accept Continuation Certificates.
 - Provide evidence of liability insurance for bodily injury in the amount of one hundred thousand/three hundred thousand (\$100,000/\$300,000) and for property damage in the amount of fifty thousand (\$50,000) dollars.
3. **CHECK** payable to The City of Painesville.

NOTE: Working without a Permit: (City Code Chapter 1303.04): Where work, for which a permit is required by the City Building Code, is started prior to obtaining such permit, in addition to a one hundred dollar (\$100.00) penalty, the fees required by the permit shall be double. The payment of such penalty and double fee shall not relieve any person from fully complying with the requirements of the law of the State or ordinances of this Municipality. (Ord. 7-04. Passed 2-17-04.).

In the event you are unsure if a permit is required, call 440-392-5931.

Mailing Address: 7 Richmond Street, P. O. Box 601, Painesville, OH 44077