



Village of Newburgh Heights Building Department

3801 Harvard Avenue
Newburgh Heights, OH 44105

Dear Contractor,

On December 31, 2017 your current registration with the Village of Newburgh Heights will expire. Enclosed, please find the *2018 Contractor License Registration* application. The Building Department will begin to process registrations on January 1, 2018. Receipts will be mailed unless you provide an email address and indicate that you want your receipt emailed.

Remember, to be a registered contractor in the Village of Newburgh Heights you must provide;

- Proof of possessing a bond in the amount of no less than \$5,000.00 (on your insurance company's letterhead with seal),
- Proof of Liability Insurance in the amount of no less than \$300,000.00 (original certificate is required showing the Village of Newburgh Heights at the Certificate Holder),
- Payment of the annual Contractor Registration Fee in the amount \$85.00 (Checks payable to the Village of Newburgh Heights. Do not send cash. At this time we are unable to process credit card payments)

Please be advised that prior to beginning any work within the Village of Newburgh Heights the appropriate permits must be secured through the Building Department. Once work is completed, you must call or email the Building Department to schedule an inspection and close the permit.

To secure required permits, or for further assistance, please contact the Building Department Monday through Friday, 9am-5:30pm. You may email the Building Department Assistant, Kristine Pagsuyoin, kpagsuyoin@newburgh-oh.gov.

Your attention to this matter is greatly appreciated.

Thank you,

The Village of Newburgh Heights Building Department





Village of Newburgh Heights Building Department

3801 Harvard Avenue, Newburgh Heights, OH 44105

216-641-4654 (P) ♦ 216-641-2712 (F)

2018 Contractor License Registration

(Ord.1349.01)

HVAC, PLUMBING, SEWER, ELECTRICAL, GENERAL CONTRACTOR

REGISTRATION FEE \$ 85.00

Registrations are valid January 1 to December 31.

Incomplete forms will not be accepted. Complete one for each type of license to be registered.

Registrations will not be processed without payment of fees, bond, or proof of insurance. Checks made payable to the Village of Newburgh Heights. Fees are non-refundable.

CONTRACTOR INFORMATION

Application Date:

Company Name:

Address:

City:

State:

Zip Code:

Office Phone:

Cell Phone:

Email Address:

Email the Receipt: Y or N

Primary Contact:

Type of Registration:

- GENERAL CONTRACTOR
- MASONARY CONTRACTOR
- HV/AC CONTRACTOR*
- ELECTRICAL CONTRACTOR*
- PLUMBING AND/ OR SEWER CONTRACTOR*
- OTHER

*INDICATES A COPY OF STATE LICENSE MUST BE PROVIDED WITH APPLICATION

Print Name:

Date:

Signature:

Date:

I HEREBY AGREE TO CONTACT THE BUILDING DEPARTMENT FOR ALL REQUIRED INSPECTIONS AND TO COMPLY WITH ALL ORDINANCES OF NEWBURGH HTS, OHIO RELATING TO THE WORK PERFORMED UNDER SAID PERMIT. PERMITS MUST BE OBTAINED BEFORE THE START OF ANY WORK.

For Office Use Only

Building Official:

Date:

Amount:

Cash/Check: