

Village of Newburgh Heights

Housing & Building Department

3801 Harvard Avenue, Newburgh Heights, OH 44105

P. 216-641-4654

F. 216-541-2712

newburgh-oh.gov



2021 Contractor Registration Instructions

If you plan to work in Newburgh Heights during 2021, you must submit an application, provide a bond, proof of insurance, and where applicable, provide a copy of your State of Ohio License.

The Building Department will begin to process registrations on January 1, 2021. Registration certificates and receipts will be mailed unless you provide an email address and indicate that you want your certificate/receipt emailed.

Remember, to be a Registered Contractor in the Village of Newburgh Heights you must provide;

- Provide a bond in the amount of no less than \$10,000.00 (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 of \$85.00 per application. Checks should be made payable to the Village of Newburgh Heights. Do not send cash.

Be advised that in addition to being registered with the Village of Newburgh Heights that all required permits must be obtained prior to beginning any work within Newburgh Heights.

The Building Department looks forward to working with you in 2021. For all information related to Housing and Building issues, contact us Monday-Friday from 9am-5:30pm. Most forms, guidelines and other helpful information can be found on our website.

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2021 Contractor License Registration

(Ordinance 1349)

Registration Fee: \$ 85.00 per application

Registrations are valid January 1, 2021 to December 31, 2021

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 (\$10,000), and 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 Receipt/Registration Certificate:	Yes	No
Primary Contact:		

Type of Registration:

*Indicates that a copy of the required license must be submitted

- General Contractor (Complete Supplemental Sheet)
- HV/AC Contractor*
- Electrical Contractor*
- Plumbing/Sewer Contractor*
- Fire Suppression*
- OTHER: _____

Commercial

Residential

Both

Print Name:	Date:
Signature:	
I hereby agree to comply with all ordinances of the Village of Newburgh Heights and the State of Ohio relating to registering as a contractor, required bond and insurance, obtaining permits, and all required inspections. I have received a copy of <i>Chapter 1349: Registration of Contractors</i> and understand non-compliance may result in penalty as per Codified Ordinance 1349.99.	

Payment Information

Total Amount Paid:	Cash	Credit Card # _____
	Check # _____	Name on card _____
	Payment made online	Exp. date _____ CVS _____

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2021 General Contractor Registration Supplemental Form

General Contractors: Please choose up to six (6) specialty areas from the list below.

If you are certified or able to perform work in additional specialty areas, you must submit and pay for an additional registration.

- | | |
|---|---|
| <input type="checkbox"/> Carpentry | <input type="checkbox"/> Landscaping |
| <input type="checkbox"/> Chimney Cleaning | <input type="checkbox"/> Painting |
| <input type="checkbox"/> Drywall/Plaster | <input type="checkbox"/> Paving: Concrete/Asphalt |
| <input type="checkbox"/> Excavation | <input type="checkbox"/> Pest Control |
| <input type="checkbox"/> Fences | <input type="checkbox"/> Roofing |
| <input type="checkbox"/> Fireplace Install/Construction | <input type="checkbox"/> Siding |
| <input type="checkbox"/> Floor Covering/Tile Setter | <input type="checkbox"/> Snow Plowing |
| <input type="checkbox"/> Flooring Refinishing | <input type="checkbox"/> Window Replacement |
| <input type="checkbox"/> Garages/Storage Sheds | <input type="checkbox"/> Masonry |
| <input type="checkbox"/> General Remodeling | Other: _____ |
| <input type="checkbox"/> Gutters/Downspouts | |
| <input type="checkbox"/> Insulation Installation | |