

Village of Newburgh Heights

Housing & Building Department

3801 Harvard Avenue, Newburgh Heights, OH 44105

216-641-4654, newburgh-oh.gov, Monday-Thursday, 9am-3:30pm



2022 Contractor Registration Application

Dear Contractor,

Your 2021 Contractor Registration will expire on December 31, 2021.

Remember, to work in the Village of Newburgh Heights you must be registered. To register, an application is required to be submitted to the Housing and Building Department along with the following documents;

- A bond in the amount of no less than \$10,000.00 on your insurance company's letterhead with seal. Bond must be valid through Dec. 31, 2022 (bonds may be extended in year increments),
- 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),
- All contractors, except general contractors, are required to provide a copy of their state license,
- Payment of the annual Contractor Registration Fee in the amount of \$85.00 per application.

The *2022 Contractor Registration* and all related information can be found at the Housing and Building Department page on the Newburgh Heights website, <https://newburgh-oh.gov/housing-building-department/contractor-information/>. Payments may be made online, mailed with application, or submitted to the drop box at the entrance of Village Hall. Please do not send cash. Registration certificates and receipts will be mailed unless you provide an email address indicating that you want your certificate/receipt emailed.

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.

For all information related to Housing and Building issues, contact us Monday-Thursday from 9:00am-3:30pm or visit our website.

We look forward to working with you in 2022,

Kristine Pagsuyoin

Kristine Pagsuyoin
Housing and Building Commissioner

Village of Newburgh Heights

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2022 Contractor License Registration

(Ordinance 1349)

Registration Fee: \$ 85.00 per application

Registrations are valid January 1, 2022 to December 31, 2022

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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2022 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.

Carpentry

Chimney Cleaning

Drywall/Plaster

Excavation

Fences

Fireplace Install/Construction

Floor Covering/Tile Setter

Flooring Refinishing

Garages/Storage Sheds

General Remodeling

Gutters/Downspouts

Insulation Installation

Landscaping

Painting

Paving: Concrete/Asphalt

Pest Control

Roofing

Siding

Snow Plowing

Window Replacement

Masonry

Other: _____