

# Village of Newburgh Heights

*Housing & Building Department*

3801 Harvard Avenue  
Newburgh Heights, OH 44105  
216-641-4654  
www.newburgh-oh.gov  
Monday-Thursday, 9am-3:30pm

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## ***2024 Contractor Registration Instructions***

Dear Contractor,

Your 2023 Contractor Registration is expiring. If you plan to work in Newburgh Heights during 2024, you must submit an application, provide a bond, proof of insurance, and where applicable, provide a copy of your State of Ohio License.

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) and must at least run through Dec. 31, 2024 (but may extend longer),
- 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 Housing and Building Department looks forward to working with you in 2024. For all information related to Housing and Building issues, contact us Monday-Thursday from 9:00am-3:30pm. Most forms, guidelines and other helpful information can be found on our website.

Sincerely,

Housing and Building Commissioner

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## 2024 Contractor License Registration

(Ordinance 1349)

**Registration Fee: \$ 85.00 per application**

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 (\$10,000), and proof of insurance.**

Checks made payable to the Village of Newburgh Heights. Credit Card Payments may be made online, over the phone, or in our office. Fees are non-refundable.

CONTRACTOR INFORMATION			
Application Date:			
Company Name:			
Address:			
City:	State:	Ohio	Zip Code:
Office Phone:		Cell Phone:	
Email Address:			
Email Receipt/Registration Certificate: <input type="checkbox"/> Yes <input type="checkbox"/> 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:	
<input type="checkbox"/> 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:	<input type="checkbox"/> Cash	<input type="checkbox"/> Credit Card # _____
	<input type="checkbox"/> Check # _____	Name on card _____
	<input type="checkbox"/> Payment made online	Exp. date _____ CVS _____

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## 2024 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             | <input type="checkbox"/> Other: _____             |
| <input type="checkbox"/> Gutters/Downspouts             |   |
| <input type="checkbox"/> Insulation Installation        |   |