



Annual Contractor Registration Application

Submitting payment for year

☐ New

☐ Renewal

Registration Number

☐ Demolition
☐ Sign

☐ Electrician
☐ Gas Line

☐ Excavator
☐ Remodeler/Home Maintenance

☐ General Contractor

☐ Mechanical/HVAC/gas
☐ Other

☐ Roofer

check all that apply

Business Name (to be used for all permit applications)

Contact Name

Address

Phone

Email

State License # (if applicable*)

Signature

Date

*Commercial projects must have state licensed contractors (not commercial/business owner) for the following trades: electrical, HVAC, refrigeration, plumbing, hydronic

I hereby agree to save, indemnify, and hold harmless the City against any and all liabilities, judgments, damages, costs and expenses which may in any case accrue against the City in consequence of the granting of any registration or which may arise from operations under such person directly or indirectly employed by them. Any registration may be revoked for incompetence, non-compliance, safety violations, violations of the Codified Ordinances, or other City Codes.

Return this form, certificate of liability insurance**, and payment*** to:

City of Delaware ATTN: Planning
City Hall Annex, 1 S. Sandusky Street
Delaware, OH 43015

**** LIABILITY INSURANCE REQUIREMENTS** - For all registrations, the insurance requirements are as follows: evidence of comprehensive general liability coverage, including premises and operations, products and completed operations coverage with minimum policy limited of \$300,000 combined single limit or \$300,000 bodily injury and \$300,000 property damage. A Certificate of Liability Form must be submitted with the CITY OF DELAWARE PLANNING DEPARTMENT listed as the Certificate Holder. *Email all liability insurance renewals to planninganddevelopment@delawareohio.net*

***** FEE - \$85.00 fee regardless of number of services checked above**, made payable with exact cash, check made out to the City of Delaware, or credit card. **PLEASE NOTE THAT CREDIT CARD PAYMENTS ARE NOT ACCEPTED OVER THE PHONE.**

NOTES - Registration expires December 31st of each year. You must have all required documentation to receive your registration. Do not include worker's comp paperwork or your entire insurance policy. **For demolition and excavation registrations only**, a Permit Bond of at least \$5,000 will be required. Higher limits may be established by the City's Risk Manager. Said bond must be issued by a surety company authorized to do business in the State of Ohio. The bond will be conditioned that such person will guarantee proper execution and completion of the work authorized by any permit issued under such registration and will perform said work to the satisfaction of the City; and will strictly comply with the conditions and provisions of the City.

GENERAL CONTRACTOR - means those persons or companies in the business of doing construction **inclusive** of the mechanical trades being performed by them.

REMODELER/HOME MAINTENANCE - means those persons or companies in the business of doing additions, rehabilitation and remodeling, with limited electrical and HVAC involved.

MECHANICAL CONTRACTOR - means those persons or companies in the business of performing the mechanical trades (electrical and HVAC) throughout a structure.

ELECTRICIAN - means those persons or companies in the business of installing, repairing, updating, or maintaining or updating electrical systems throughout a structure.

GAS - means those persons or companies in the business of installing, repairing, updating, or maintaining natural gas lines throughout a structure.

HVAC - means those persons or companies in the business of installing, repairing, updating, or maintaining heating, ventilating and air conditioning systems throughout a structure.

SIGN - means those persons or companies in the business of installing, repairing, maintaining, or updating signs.

ROOFER

EXCAVATOR - means those persons or companies in the business of installing sewer laterals and doing general excavation and grading types of operations. See bond requirements above.

DEMOLITION - means those persons or companies in the business of removing or tearing down structures & removing materials from the site. See bond requirements above.

PLUMBING PERMITS ARE PULLED THROUGH THE DELAWARE COUNTY HEALTH DISTRICT - PLUMBERS DO NOT REGISTER WITH THE CITY