



# City of Munroe Falls

330-688-7491 phone 330-688-3720 fax

## Division of Planning & Zoning

43 Munroe Falls Avenue  
Munroe Falls, Ohio 44262

### APPLICATION FOR CONTRACTOR REGISTRATION

Applicant Information	Type of Business
Business Name: _____ Business Owner Name: _____ Business Address: _____ Business Phone: _____	<input type="radio"/> General Contractor <input type="radio"/> Demolition/Excavating <input type="radio"/> Concrete/Asphalt <input type="radio"/> Fence <input type="radio"/> Masonry <input type="radio"/> Deck <input type="radio"/> Storm/Sanitary Sewer <input type="radio"/> Plumbing/Fire Service <input type="radio"/> Utility contractor or Utility: <input type="radio"/> Electric <input type="radio"/> Gas <input type="radio"/> Cable <input type="radio"/> Other: _____ <input type="radio"/> Other: _____
Contact Name: _____ Contact phone: _____ Cell ____ Work ____ Home ____ Contact Email: _____	
Application must include the following: <ul style="list-style-type: none"> <li><input type="radio"/> Certificate of Liability Insurance (\$100,000/\$300,000 bodily injury, \$50,000 property damage)</li> <li><input type="radio"/> Certificate of Workers Compensation issued by the State of Ohio</li> <li><input type="radio"/> Payment of all fees</li> </ul>	

Contractors obtaining a permit from the City of Munroe Falls, without requiring a Building Permit, shall register annually with the City of Munroe Falls. Contractors obtaining a building permit from the City of Stow shall register with the City of Stow.

### Applicant Certification

I/we hereby agree to conform to all regulations of the City of Munroe Falls. I also hereby certify that all statements made and attachments on this application are true and complete and that I have a legal right to make this application as authorized representative of this company.

\_\_\_\_\_  
Signature Date

Approved \_\_\_\_\_  
Signature Date

Denied \_\_\_\_\_  
Signature Date  
Reason: \_\_\_\_\_

APPLICATION FEE \_\_\_\_\_  
\$125.00 initial (CALENDAR YR – Expires Dec 31<sup>st</sup> annually)  
\$65.00 renewal (if renewed prior to expiration of prior year)

Approved  
 Denied

**1327.03 REGISTRATION REQUIREMENT.**

(a) No person, corporation, partnership, firm or other business association acting in the capacity of a “Contractor” shall work at the trade or occupation of building, constructing, replacing, rehabilitating, renovating, modernizing, altering, repairing, moving or demolishing any building or other structure or do roofing work or siding work unless such person, corporation, partnership, firm or other business association has been duly registered as a “Contractor” with the Building Department.

(b) A person, corporation, firm or other business association acting in the capacity of a general “Contractor” and performing more than one type of work as set forth in subsection (a) hereof, shall only be required to register once annually as a “Contractor” regardless of the number and types of work performed.

(c) A Certificate of Registration issued pursuant to this chapter may not be construed to authorize the Registrant to perform any particular type of work or engage in any kind of business which is reserved to qualified Registrants under separate provisions of State or local law, nor shall any registration or authority other than as is issued or permitted pursuant to this chapter authorize engaging in the home or business construction and/or improvement business.

(d) No provision of this chapter shall be interpreted to require that a person, firm or corporation who is an owner, lessee, legally appointed fiduciary for the owner, management company regularly employed by the owner, or a maintenance man regularly employed by any of the above, be registered to perform work upon such premises owned by such person, firm or corporation.

(e) No registration shall be required by any workman who is under contract to, or employed by, a Registrant.

(Ord. 16-2005. Passed 8-2-05.)

**1327.04 APPLICATION.**

(a) An application for a Certificate of Registration, or renewal thereof, shall be made to the Building Department on a form prescribed by the City of Munroe Falls. Each applicant for registration shall furnish a sworn statement setting forth:

(1) The name of the person, firm, partnership, association or corporation;

(2) The names and addresses of all members or officers of the firm, partnership, association, or corporation, or other responsible business associate;

(3) The present business and resident addresses of the applicant;

(4) The period of time, if any, during which the applicant has been engaged in the business;

(5) The application shall be executed by such person, or by any officer or member thereof.

(b) The City is hereby authorized to require and procure any and all satisfactory proof which he deems necessary with reference to the honesty, truthfulness and reputation of any applicant for a Certificate of Registration under this chapter, or of any of the officers or members of any such applicant prior to the issuance of any such registration.

(c) The application shall also include a certified copy of all applicable State licensures and contain such other relevant information as the City deems necessary.

(Ord. 16- 2005. Passed 8-2-05.)

**1327.05 FEES; TERM.**

(a) The fee for the initial registration shall be one hundred twenty-five dollars (\$125.00). The full annual fee shall be required of all registrants irrespective of the date the registration is issued.

(Ord. 15-2007. Passed 7-17-07.)

(b) The fee for each renewal of the registration to engage in or conduct a home improvement or remodeling business shall be sixty-five dollars (\$65.00) annually.

(c) Renewal of Registration.

(1) Expiration. Certificates of Registration issued in accordance with this chapter shall expire at 12:00 p.m., local time, on December 31, but may be renewed for the next succeeding year period by the payment of the annual renewal fee anytime during the succeeding year.

(Ord. 16-2005. Passed 8-2-05.)

#### **1327.06 REGISTRATION NOT ASSIGNABLE; POSTING.**

(a) No Certificate of Registration shall be assignable or transferable.

(b) A Certificate of Registration issued hereunder shall at all times be posted in a conspicuous place in the place of business of the Registrant, and a copy shall be carried with the Registrant at all times when working within the City of Munroe Falls, and whenever requested by an officer or citizen of the City of Munroe Falls. Registrant shall exhibit the registration.

(c) Every Registrant shall, within ten days after a change of control in ownership, or of management, or of change of address or trade name, notify the Building Department of each change.

(d) A duplicate Certificate of Registration may be issued for one lost or mutilated, and shall bear the word "duplicate" stamped across its face.

(Ord. 16-2005. Passed 8-2-05.)

#### **1327.07 INSURANCE.**

Each applicant for Certificate of Registration shall furnish evidence of insurance for bodily injury in the amount of at least one hundred thousand dollars/three hundred thousand dollars (\$100,000/\$300,000), and for property damages in the amount of at least fifty thousand dollars (\$50,000).

(Ord. 16-2005. Passed 8-2-05.)

#### **1327.08 INVESTIGATION POWER.**

Should the City, upon reasonable cause, believe that any Registrant or any other person has violated any of the provisions of this chapter or any other law relating to home or commercial improvement business, he shall have the power to make such investigation as he deems necessary, and to the extent necessary for this purpose, he may examine such Registrant or any other person.

(Ord. 16-2005. Passed 8-2-05.)

#### **1327.09 SUSPENSION OR REVOCATION OF REGISTRATION.**

The City has the power to suspend or revoke any registration or renewal thereof issued under the provisions of this chapter for performing or attempting to perform one or several of the following acts:

(a) Misrepresentation of a material fact by the applicant in obtaining the certificate of registration;

(b) Changing business location or control of the ownership, management or business name without notification to the Building Department;

(c) The use of the Certificate of Registration by a Registrant in obtaining a building permit for work to be performed by a "Contractor" or sub-Contractor other than the Registrant;

(d) Violation of or noncompliance with any provision of any applicable code or ordinance of the City in the performance of any work done pursuant to the Certificate issued hereunder;

- (e) Abandonment without legal excuse of any improvement or remodeling project engaged in or undertaken by the Registrant;
- (f) Upon a determination by the City that the applicant or Registrant has engaged in a course of improper conduct calculated to influence, persuade or induce owners and/or tenants of property or their authorized agents, to enter into a contractual relationship for labor and/or materials;
- (g) Willful departure from or disregard of plans or specifications in any material respect and prejudicial to another, without consent of the owner or his duly authorized representative;
- (h) Diversion of funds or property received for preparation or completion of a specific improvement or remodeling project or operation, or for a specified purpose in the preparation or completion of any improvement or remodeling project or operation, and their application or use for any other improvement or remodeling project or operation, obligation or purpose;
- (i) Failure to account for or to remit any moneys coming into his possession which belong to others.

(Ord. 16-2005. Passed 8-2-05.)

**1327.10 NOTICE; APPEAL; HEARING.**

In the event the application for a certificate is not approved, or in the event any Certificate issued under this chapter is suspended or revoked, the applicant or Registrant shall be notified of the refusal, suspension or revocation in writing and such notice shall be sent by certified mail to the applicant or Registrant at the address of the applicant or Registrant as set forth in the Application for a Certificate. The applicant or Registrant shall have thirty days after receipt of such notice to appeal such refusal, suspension or revocation. Such appeal shall be perfected by filing a written notice of the appeal with the Service Director/Engineer. Thereupon, the applicant or Registrant shall have not less than ten days notice of the date and place of the hearing. The appeal shall be heard by the Service Director/Engineer, who shall have the power after such hearing to affirm, modify, or overrule the decision of the City. The Service Director/Engineer shall cause notice of his/her decision to be sent by certified mail to the applicant or Registrant at the address of the applicant or Registrant as set forth in the application within thirty days of the date of the hearing.

(Ord. 16-2005. Passed 8-2-05.)

**1327.99 PENALTY.**

Whoever violates a provision of this chapter shall be fined not more than two hundred dollars (\$200.00) per offense. Every day during or upon which a violation occurs or continues shall be deemed a separate offense.