

**CITY OF WICKLIFFE  
DEPARTMENT OF PUBLIC SAFETY  
DIVISION OF BUILDING ENGINEERING AND INSPECTION**

**APPLICATION FOR LICENSE OR REGISTRATION**

**FEE: \$100.00**

**No.** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(City Ref.)

Application is hereby made for a license or Certificate of Registration to engage in the business of \_\_\_\_\_ within the corporate limits of the City of Wickliffe, Ohio in accordance with the requirements of Chapters 1112 and 1113 of the Codified Ordinances of the City of Wickliffe, Ohio.

I, \_\_\_\_\_, residing at \_\_\_\_\_  
City/State/Zip \_\_\_\_\_, Telephone \_\_\_\_\_,  
represent myself as the authorized officer of \_\_\_\_\_  
(company name)

located at \_\_\_\_\_, City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ & Cell Phone No. \_\_\_\_\_

**Federal I.D.** \_\_\_\_\_ **and Social Security No.** \_\_\_\_\_

Number of years in business \_\_\_\_\_

Experience \_\_\_\_\_

I/We, do hereby certify that I/we have read the provisions of the aforementioned chapters of the Codified Ordinances and that I/we are fully aware of the requirements of same. In the event that I/we are required to sublet work, I/we agree to engage only licensed and registered contractors and that any misrepresentation of dates or facts will be cause for refusal of Certificate of Registration or revocation of Certificate of Registration when issued and that I/we shall abide by all rules and regulations as required.

**(MUST SUBMIT COPIES OF EACH)**

Validating City of Cleveland registration number \_\_\_\_\_

Other validating city registration number (1) \_\_\_\_\_

registration number (2) \_\_\_\_\_

registration number (3) \_\_\_\_\_

**Signature of Applicant** \_\_\_\_\_

**JOB ADDRESS:** \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

(Building Official)

**CITY OF WICKLIFFE – BUILDING DIVISION  
28730 RIDGE ROAD, WICKLIFFE, OHIO 44092  
(440) 943-7115 OR 943-7116**

**CERTIFICATE OF REGISTRATION PROCEDURE**

Complete the attached form in full.

1. Applicants holding a valid, **CURRENT CITY OF CLEVELAND LICENSE**, or three (3) other copies of current registrations from other communities, must submit copies of the above to this department
2. If the applicant does not have any of the above, three (3) **NOTARIZED LETTERS from** satisfied customers for whom you have done this type of work for, must be submitted to the Building Commissioner.
3. The fee is **\$100.00 for all NEW CONTRACTORS**. Make check payable to City of Wickliffe. **NOTE: RENEWAL FEE IS \$75.00 (NO APP TO FILL OUT)**
4. The attached original surety bond form in the amount of \$10,000.00 (Ten-Thousand Dollars), must be completed by your bond/insurance company with **POWER OF ATTORNEY** attached. Be sure to mark the bond form to show the work categories covered.
5. The principal registration individual must sign the bond form in the space indicated "By Principal". Also you must provide a social security number or Federal I.D. number on application form.
6. Furnish a Certificate of Insurance to the City of Wickliffe, (Wickliffe is the holder), indicating evidence of liability insurance for bodily injury in the amount of at least One-Hundred Thousand/Three Hundred Thousand dollars (\$100,000/\$300,000), and for property damage in the amount of at least Fifty-Thousand dollars (\$50,000). Also, **PLUMBERS, SEWER TAPPERS AND WATERPROOFERS MUST INCLUDE** in the Certificate of Insurance, (at bottom) or under special items – **CITY OF WICKLIFFE ADDITIONAL INSURED**.
7. The Certificate shall be for a term of one (1) year, January 1 through December 31, but may be renewed annual upon the payment of a \$75.00. It is the Contractors responsibility to make sure that the Certificate of Insurance is forwarded to this department upon expiration date.
8. The City shall be authorized and empowered to **REVOKE** any and all Certificates where contracting work is installed contrary to the Ordinances of the City.

**CONTRACTOR'S BOND**  
**City of Wickliffe**

KNOW ALL MEN BY THESE PRESENTS, THAT \_\_\_\_\_ as principal and \_\_\_\_\_ as surety are held and firmly bound unto the City of Wickliffe, or to any of its officers, for the use of any person, persons, firm or corporation with whom such principal shall contract to construct, alter, repair, add to, subtract from, reconstruct or remodel any building, structure or appurtenance thereto or any part thereof, in accordance with the provisions and the requirements of the Building Code of the City of Wickliffe, in their penal sum of Ten Thousand Dollars (\$10,000.00) lawful money of the United States, for the payment of which sum will and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

Sealed with our seals and dated this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 20\_\_\_\_\_.

THE CONDITIONS OF THE ABOVE OBLIGATION ARE SUCH, that, whereas the above bounder, \_\_\_\_\_ has made application to the Commissioner of Building for a Certificate of Registration as a contractor to engage in the business of \_\_\_\_\_ within the City of Wickliffe during the calendar year beginning \_\_\_\_\_ and ending December 31, 20\_\_\_\_\_.

NOW, THEREFORE, if the said \_\_\_\_\_ shall well and truly indemnify, keep and save harmless the City of Wickliffe, or any of its agents or officials for the use of any person, persons, firm, or corporation with whom such contractor shall contract to do work, and shall indemnify and pay any such person, firms or corporations for damage sustained on account of the failure of such contractor to perform the work so contracted for in accordance with the provisions of the Building Code of Wickliffe, and any and all lawful rules and regulations promulgated under the authority thereof, and from or by reason or on account of anything done under and by virtue of any permits issued under such registration for the doing of any work required to be done in the construction, alteration, repair, addition to, subtraction from, reconstruction or remodeling of any building, structure or appurtenance thereto or any part thereof, then this obligation shall be null and void, otherwise to remain in full force and effect.

By Principal \_\_\_\_\_ (seal)

Address \_\_\_\_\_

Surety \_\_\_\_\_

Address \_\_\_\_\_

By \_\_\_\_\_

## **CONTRACTOR RENEWAL INFORMATION**

This is no application to fill out. Your previous application is on file.

RETURN: (3 ITEMS)

1. \$75.00 RENEWAL FEE - CHECK PAYABLE TO CITY OF WICKLIFFE
2. \$10,000 BOND – ON CITY BOND FORM  
(PLEASE SIGN BY PRINCIPAL AFTER IT'S PROCESSED)
3. INSURANCE CERTIFICATE  
HOLDER: CITY OF WICKLIFFE  
\$100,000 - \$300,000

### **NOTE:**

Return all with a self-addressed stamped envelope after December 15<sup>th</sup> each year!

### **Mail above items to:**

City of Wickliffe – Building Dept.  
28730 Ridge Road  
Wickliffe, OH 44092