



City of Mentor

Application for Certificate of Registration

Company Name: _____

Contact Person: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Cell Number: _____

Fax Number: _____ Email Address: _____

Check the trade(s) for which registration application is made:

- | | |
|---|---|
| <input type="checkbox"/> ELECTRICAL | <input type="checkbox"/> GENERAL |
| <input type="checkbox"/> HEATING/AIR CONDITIONING | <input type="checkbox"/> RIGHT-OF-WAY (SITE UTILITIES/PAVING) |
| <input type="checkbox"/> PLUMBING | <input type="checkbox"/> LAWN SPRINKLER |
| <input type="checkbox"/> FIRE PROTECTION | |

Attach the following:

- **ORIGINAL** Mentor Bond form for \$10,000 for **EACH** trade registration.
- Evidence of liability insurance for bodily injury and property damage for each, in the minimum amount of \$1,000,000. Provide a certificate of insurance.
- **\$100.00** for each registration. (Note: **Renewals** of registrations from the prior calendar year submitted before January 31 shall be **\$50.00** each.)
- The Municipal Income Tax Contractor Registration Form shall be completed per Mentor Code of Ordinances, Section 1307.03(e).

The above information must be mailed together to be properly processed. If this is not done, all information submitted will be returned. **ALL REGISTRATIONS EXPIRE ON DECEMBER 31 OF EACH YEAR.**

All Specialty contractors which include, electrical, plumbing, hydronics, fire suppression and heating & air conditioning trades shall present a current State of Ohio License. Contact the State of Ohio Construction Industry Licensing Board at (614) 644-3493 for further information on testing for the State License.

All other applicants **not previously** registered must present a copy of a current registration from another jurisdiction or two (2) separate proofs of work satisfactorily completed under permit and a list of work experience and education on the back of this sheet.

I hereby swear that all of the information is true to the best of my knowledge, that I am at least 18 years of age, able to interpret construction plans and specifications, and able to comply with the requirements of the City of Mentor Code of Ordinances.

Print Applicant's Name

Signature of Applicant

Date

(REVISION 08/2016 ALL OTHER VERSIONS ARE OBSOLETE)



City of Mentor Application for Certificate of Registration

BOND NO. _____ (REQUIRED)

CITY OF MENTOR REGISTRATION BOND

KNOW ALL MEN BY THESE PRESENTS, THAT _____
doing business as principal, hereinafter referred to as the principal, and _____
as surety, hereinafter referred to as the surety, are held and firmly bound unto the City of Mentor, in sum of _____
for payment of which, well and truly to be made we bind ourselves, our heirs, executors, administrators, successors and
assigns, jointly and severally, firmly by these presents.

Witness our hand and seals this _____ day of _____, 20 _____

The conditions of the above obligations are such that:

Whereas, the said principal made application to the **City of Mentor** for a Certificate of Registration as a contractor to engage in
the business of:

- | | |
|---|---|
| <input type="checkbox"/> General Contracting | <input type="checkbox"/> Heating/Ventilating/Air-Conditioning |
| <input type="checkbox"/> Plumbing | <input type="checkbox"/> Electrical |
| <input type="checkbox"/> Lawn Sprinkler | <input type="checkbox"/> Fire Protection |
| <input type="checkbox"/> Right-of-Way (includes storm sewers) | |

within the City of Mentor during the calendar year of 20_____ in accordance with the provisions of Chapter 1307 and/or
Chapter 925 of the Code of Ordinances of the **City of Mentor**.

Now therefore, if the said principal shall faithfully observe all the duties and discharge all the obligations required of him during
said registration period under the ordinances of the **City of Mentor** applicable to the construction, alteration, repair,
reconstruction or remodeling of any building, structure or appurtenance thereto, or any part thereof, and the ordinances
applying to underground or roadway construction, and all lawful orders of the **City of Mentor**, issued under said ordinances,
then this obligation shall be void, otherwise, the same shall be and remain in full force and effect; the undersigned agreeing and
consenting that this undertaking shall be for the benefit of any party injured by the principals failure to comply with the
obligations, duties, terms, conditions, provisions and requirements of the ordinances of the **City of Mentor** applying to such
work and the lawful orders of the **City of Mentor** issued under such ordinances. Either the **City of Mentor**, any injured party,
or both may bring action on this bond, but said action must be commenced within two years after the date hereof.

SEAL

PRINCIPAL

SURETY

NOTE: ATTACH POWER OF ATTORNEY

(If this Bond is executed by an agent for a Principal or a Surety, such Agent must affix a copy of his Power of Attorney or other
evidence of authority to execute the Bond. If the Surety is a non-resident Corporation of the State of Ohio, its authority to do
business in Ohio must, likewise, be attached hereto).

(REVISION 08/2016 ALL OTHER VERSIONS ARE OBSOLETE)

Mentor Municipal Center, 8500 Civic Center Boulevard, Mentor, Ohio 44060-2499 www.cityofmentor.com

Engineering and Building Department Phone 440-974-5785 \ Fax 440-974-5708 \ Email building@cityofmentor.com

O:\APPS\Word\USERS\FORMS\2016 UPDATED FORMS\MASTERS\Contractor Registration 2016.doc