

Department of
Engineering and Building
8500 Civic Center Boulevard
Mentor, OH 44060
440-974-5785
440-974-5708 - Fax



December 4, 2019

TO: ALL REGISTERED CONTRACTORS
FROM: JAMES E. DECKER, JR., P.E., CHIEF BUILDING OFFICIAL
RE: YEAR 2020 CONTRACTOR REGISTRATION RENEWALS

- Renewal registration received between January 1, 2020 and January 31, 2020 will be \$50 (each category)
- New registration or renewals received after January 31, 2020 will be \$100 (each category)
- To avoid the higher fee, you must register prior to January 31, 2020.

When sending in your registration application please remember to attach the following:

- **ORIGINAL** Mentor Bond form for \$10,000 for each trade registration (except for Tree Contractors).
- Evidence of liability insurance for bodily injury and property damage for each, in the minimum amount of \$1,000,000 (\$500,000/\$250,000 for Tree Contractors). Provide a certificate of insurance.
- **Registration fee** 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).
- When registering by mail, please provide a self-addressed envelope.
- E-mail registrations will not be accepted.
- Continuation certificates for contractor registration bonds will not be accepted.

The registration application forms and the approved registration bond form are on the City of Mentor website (cityofmentor.com). Per the Mentor Code of Ordinances, the registration bonds must be on a form that is approved by the City of Mentor Law Director with a raised seal or notarized. Every permit requires a registered contractor associated with that permit.

A valid email address will be required for registration. The City may use email for correspondence and notices relative to permits.

Any person or contractor who performs or authorizes the performance of work in the City without first obtaining a certificate of registration shall be guilty of a fourth-degree misdemeanor.

Any person or contractor who performs or authorizes the performance of work in the City after having his application for registration refused or after having his certificate of registration revoked shall be guilty of a third-degree misdemeanor.