

INFORMATION FOR COMPLETING A CONTRACTOR'S REGISTRATION APPLICATION

As prescribed by Chapter 747 of the Codified Ordinances of the City of Upper Arlington, all General Contractors, Building Trade Contractors and Subcontractors are required to obtain an annual Contractor's Registration prior to commencing work in the City.

Mail complete packets to: City of Upper Arlington
Community Development Department
3600 Tremont Road
Upper Arlington, OH 43221

Requirements for each Contractor are as follows:

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| General Contractor: | 1. | \$5,000 Bond in favor of the City of Upper Arlington with surety company's affixed seal or embossed seal valid through 12/31 of the year of registration issuance on a form prescribed by the Director. |
| | 2. | Certificate of Liability Insurance* |
| | 3. | \$100.00 Registration Fee |
| Plumbing Contractor: | 1. | \$5,000 Bond in favor of the City of Upper Arlington with surety company's affixed seal or embossed seal valid through 12/31 of the year of registration issuance on a form prescribed by the Director. |
| | 2. | Certificate of Liability Insurance* |
| | 3. | Current State of Ohio Dept. of Commerce Certificate. Applicant must be the same as the certificate holder. |
| | 4. | \$100.00 Registration Fee |
| Sewer Builder: | 1. | \$5,000 Bond in favor of the City of Upper Arlington with surety company's affixed seal or embossed seal valid through 12/31 of the year of registration issuance on a form prescribed by the Director. |
| | 2. | Certificate of Liability Insurance* |
| | 3. | \$100.00 Registration Fee |
| Driveway/ Sidewalk Contractor: | 1. | \$5,000 Bond in favor of the City of Upper Arlington with surety company's affixed seal or embossed seal valid through 12/31 of the year of registration issuance. |
| | 2. | Certificate of Liability Insurance* |
| | 3. | \$100.00 Registration Fee |
| Electrical, Refrigeration, Warm Air Heating, Steam & Hot Water, Ventilation & AC Contractor: | 1. | Current State of Ohio Dept. of Commerce Certificate. Applicant must be the same as the certificate holder. |
| | 2. | Certificate of Liability Insurance* |
| | 3. | \$100 Registration Fee |
| House Moving Contractor: | 1. | \$25,000 bond |
| | 2. | Certificate of Liability Insurance* |
| | 3. | \$100.00 Registration Fee |
| Tent Contractor: | 1. | \$100.00 Registration Fee |
| Demolition Contractor: | 1. | \$10,000 Bond in favor of the City of Upper Arlington with surety company's affixed seal or embossed seal valid through 12/31 of the year of registration issuance on a form prescribed by the Director. |
| | 2. | Certificate of Liability Insurance* |
| | 3. | \$100.00 Registration Fee |

**Pursuant to U.A.C.O. Part 7 – Business Regulation Code, the Certificate of Liability Insurance must provide, including without limitation, completed operations coverage, in an amount providing for the payment of up to \$100,000 for one (1) person injured, and up to \$300,000 for injury to more than one (1) person in one (1) accident, resulting from doing the work authorized by the registration and up to \$50,000 for property damage in the course of doing the work authorized by the registration. The City shall be included as an additional insured. The insurance shall be issued by an insurance company duly authorized to do business and issue policies of insurance in the State of Ohio. The applicant shall provide proof of this insurance acceptable to the Director. Liability insurance coverage shall be maintained in full force throughout the term of the registration. A copy of any policy changes including renewals shall be forwarded to the building division at least 20 days prior to such changes or renewals taking effect.*