



3800 Municipal Way, Hilliard, OH 43026  
[www.hilliardohio.gov](http://www.hilliardohio.gov)  
614.334.2557

# 2018 Contractor Registration

You may FAX complete applications with credit card payment

to:

FAX: 614.529.6017

**DO NOT return via e-mail!**

Allow 3-5 business days for processing

## Fee: \$100

Make check payable to: City of Hilliard

**Company Name:**

**Mailing Address:**

**Federal ID#:**

*A copy of this document will be submitted to the Tax Department*

**Contact Person:**

**E-Mail Address:**

**Phone #:**

**Select Type of Contractor/Business:** (each type requires a separate application & fee.)

- General Contractor – Residential or Commercial
- Sewer Contractor
- Electrical
- HVAC
- Sign Erector
- Plumbing

The undersigned hereby applies for a registration in the City of Hilliard, Ohio. Under the ordinance establishing general provisions for the issuance of registrations and permits and requiring the registration of the Contractors listed above.

The applicant agrees that he will conform with the rules and regulations of the City of Hilliard and the City Ordinance, relating to the above registration.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(SIGN IN THE PRESENCE OF THE NOTARY)

Sworn to before me and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Notary stamp/seal

Notary signature \_\_\_\_\_

### Additional documentation requirements:

- ★ All contractors shall maintain a minimum of \$300,000.00 general liability insurance and provide documented proof of said insurance at time of application showing City of Hilliard as certificate holder. It is the responsibility of the contractor to keep proof of insurance up to date. If your insurance lapses your registration will be marked as EXPIRED until you've updated your documents. We cannot use the document on file for the previous year – you must provide us with a new copy.
- ★ Electrical, Plumbing & HVAC contractors must provide proof of State of Ohio License (a copy of the card is acceptable).

### Incomplete applications will be returned unprocessed.

No permit will be processed until the Contractor's Registration is approved. You may send a permit application with your registration application. We accept credit cards (MasterCard, Visa, Discover & American Express), checks and money orders (payable to the City of Hilliard).

#### Don't forget...

Information on this document is necessary to access the Contractors Login page. This allows you to check for permit numbers, status and inspections. Try it! We think you will find it helpful.  
<https://bldgdiv.hilliardohio.gov/default.aspx>

Registration number assigned:

Registration expiration: 12/31/2018  
(will expire with insurance if it is not updated)

Becomes a valid registration when signed by the Building Official:

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