



3800 Municipal Way, Hilliard, OH 43026
www.hilliardohio.gov
614.334.2557

2019 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
- HVACR
- 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/she will conform with the rules and regulations of the City of Hilliard and the City Ordinance, relating to the above registration.

Applicant Signature: _____ Date: _____
(MUST SIGN IN THE PRESENCE OF THE NOTARY AND SHOW ID)

Sworn to, before me and subscribed in my presence, this day : _____
MM/DD/YYYY

NOTARY STAMP/SEAL

Notary Signature

ADDITIONAL DOCUMENTATION REQUIREMENTS:

CERTIFICATE OF GENERAL LIABILITY INSURANCE

- Amount: minimum of \$300,000 General Liability
- Certificate Holder: City of Hilliard (address above)
- Insured must match Company Name
(we will file the registration under your d.b.a.)

PROOF OF STATE OF OHIO LICENSE IS REQUIRED FOR

- Electrical, HVACR and Plumbing Contractors

INCOMPLETE APPLICATIONS WILL BE RETURNED UNPROCESSED.

CONTRACTORS LOGIN PAGE

<https://bldgdiv.hilliardohio.gov/default.aspx>

You will need the e-mail used on this form and the registration number assigned below to log in. Give it a try! This allows you to check for permit number, status and inspection schedules & results.

Registration number assigned:

Registration expiration date: 12.31.2019
(will expire with insurance if it is not updated)

You will receive an e-mail confirmation of your registration. There will be a certificate image in the e-mail. You will receive your registration number. You will want to keep it for your records.

Office use only:

- Incomplete application - mail back with letter
- Assign registration number (record above)
- E-mail registration from system
- Process the receipt
- E-mail receipt to contractor (#409- _____)
- File registration original as City copy
- if no e-mail, stamp signature to right & send via USPS

DIVISION TEAM E-MAIL

Building@HilliardOhio.gov

BUILDING OFFICE LINE

614.334.2557

FAX NUMBER

614.529.6017

INSPECTION LINE

614.334.2557

inspections called in by 2pm on a business day, will be inspected the next business day.

City of Hilliard

NO INSPECTIONS OFFICE CLOSED

- 01.01.2019
- 02.18.2019
- 04.19.2019
- 05.27.2019
- 04.04.2019
- 09.02.2019
- 10.14.2019
- 11.11.2019
- 11.28.2019
- 11.29.2019
- 12.24.2019
- 12.25.2019

If you include your e-mail address on this form, you will receive e-mail confirmation of registration. Otherwise, you will receive your certificate via USPS.