



# 2020 Contractor Registration

Allow 3-5 business days for processing

## Fee: \$100

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

You may FAX complete application with credit card payment to:

FAX: (614) 529-6017  
**DO NOT return via e-mail!**

Make check payable to: City of Hilliard  
**INCOMPLETE APPLICAITONS WILL BE RETURNED UNPROCESSED.**

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
- Sign Erector
- Electrical
- HVACR
- 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 thr 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 exactly

#### PROOF OF STATE OF OHIO LICENSE IS REQUIRED FOR

- \* Electrical, HVACR and Plumbing Contractors

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#### CONTRACTORS LOGIN PAGE

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

You will need the e-mail used on this form and the registration number assigned to log in. **You will receive an e-mail confirmation of your registration - keep it for your records.**

Give it a try! This allows you to check for permit number, status and inspection schedules & results.

Registration number assigned:

Registration expiration date: 12.31.2020  
(will expire with insurance if it is not updated)

Acceptance of registration indicated by e-mail confirmation (keep for your records) or Chief Building Official's stamped signature in this space.

#### Office use only:

- ncomplete application - mail back unprocessed with letter
- Assign registration number (record above)
- E-mail registration confirmation from system
- Process the receipt
- E-mail receipt to contractor (#409- \_\_\_\_\_)
- File registration original as City copy
- if no e-mail, stamp CBO signiture above & send via USPS

#### DIVISION TEAM E-MAIL

[Building@HilliardOhio.gov](mailto:Building@HilliardOhio.gov)

#### INSPECTION LINE

(614) 334-2466

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

#### BUILDING OFFICE LINE

(614) 334-2557

#### FAX NUMBER

(614) 529-6017

City of Hilliard

#### NO INSPECTIONS OFFICE CLOSED

01.01.2020

#### 1.20.2020-OPEN MLK DAY

02.17.2020

04.10.2020

05.25.2020

07.04.2020

09.07.2020

10.12.2020

11.11.2020

11.26.2020

11.27.2020

12.24.2020

12.25.2020

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.