



DIVISION OF HOUSING AND BUILDING
12650 DETROIT AVENUE - LAKEWOOD, OHIO 44107 - 216/529-6270 - FAX 216/529-5930
Website: www.onelakewood.com

**** ATTENTION CONTRACTORS ****

NO REGISTRATIONS will be performed or accepted between the lunch hour - **12:00 p.m. to 1:00 p.m.**

If you wish to register with the City of Lakewood, the following information is required:

_____ The applicant must complete the application **ENTIRELY** (provide all required information followed by the company and partner information), **sign**, and date it. **If you have employees, you must provide a Federal I.D. Number OR Lakewood I.D. Number.**

_____ Supply our office with a **CURRENT** Certificate of Insurance with the **City of Lakewood, Ohio** named as the **Certificate Holder**. The amounts of insurance are as follows:

-- Minimum \$100,000/\$300,000 Bodily Injury AND \$50,000 Property Damage

OR

-- Minimum \$300,000 for a combined, single-limit policy.

If you are a **sole-proprietor**, the Certificate of Insurance must show your name as well as your company's.

This Certificate of Insurance must accompany your application and be in this office before the registration can be issued.

_____ A copy of your State of Ohio **ELECTRICAL, HVAC, HYDRONICS, PLUMBING OR REFRIGERATION** License must accompany your application for a City of Lakewood Registration. If your work is limited to one, two or three-family properties only and you do not have a State license, you must provide us with a copy of a city or county registration acceptable to this department, or you may take our **EXAM**.

_____ A copy of your State of Ohio Fire License or State of Ohio Pesticide License must accompany your application for a City of Lakewood registration if applicable.

_____ The fee for each Registration is **\$100.00**. (Effective 03/01/07. Ordinance 75-06. Adopted 01/02/07.)

_____ If registering through the **MAIL**, please enclose a pre-addressed and stamped envelope with your application(s).

_____ **All contractors wishing to register shall complete the attached City of Lakewood, Ohio "Code of Ethics for Contractors" form and submit it along with the registration application.**

If further information or assistance is needed, please telephone the **DIVISION OF HOUSING & BUILDING** at **(216) 529-6275**.

PLEASE NOTE:

- **ALL SUBCONTRACTORS SHALL BE REGISTERED WITH THE CITY OF LAKEWOOD.**
- **REGISTRATION FEE WILL DOUBLE TO \$200.00 FOR WORK STARTED PRIOR TO REGISTRATION.**

(Revised 12/01/09)



City of LAKEWOOD, OHIO • 216/529-6270

12650 Detroit Avenue • 44107

APPLICATION FOR CONTRACTOR REGISTRATION - FOR 2012

TYPE OF REGISTRATION: GENERAL _____ ELECTRICAL _____ PLUMBING _____ HVAC _____ HYDRONICS _____

APPLICANT'S NAME (Owner or officer of company) _____ PHONE (Business) _____

SOCIAL SECURITY NO. _____ PHONE (Cell) _____

APPLICANT'S ADDRESS (Residence) _____ PHONE (Home) _____

CITY, STATE, ZIP: _____

COMPANY NAME (As shown on Certificate of Insurance) _____

COMPANY TAX ID # _____

COMPANY ADDRESS (As shown on Certificate of Insurance) _____

CITY, STATE, ZIP _____

PARTNER'S NAME (Or local contact) _____ PHONE (Business) _____

SOCIAL SECURITY NO. _____ PHONE (Cell) _____

PARTNER'S ADDRESS (Residence) _____ PHONE (Home) _____

CITY, STATE, ZIP _____

ACCURACY IS IMPORTANT. If an item does not apply, write N/A in that space. We cannot register you until a Certificate of Insurance, naming the City of Lakewood as certificate holder, (\$100, 000/\$300,000 bodily injury and \$50,000 property damage; combined limits \$300,000) and a check in the amount of \$100.00 is IN THIS OFFICE. NOTE: Registration fee will double to \$200.00 for work started prior to registration.

PERMITS & REGISTRATIONS are issued from 8 a.m. to 12 noon and from 1 p.m. to 5 p.m.

Signage: Ordinance 58-79 does not permit signs advertising contractor products, services or any other type of message in residential areas.

Revocation of Registration: Chapter 1321 and/or Chapter 1323 of the Lakewood Codified Ordinances provide for the revocation of your registration for any misrepresentation, noncompliance or course of conduct involving misrepresentation or noncompliance.

DATE _____ APPLICANT'S SIGNATURE _____

I HAVE NO EMPLOYEES _____ (Initials)

FOR BUILDING DEPARTMENT USE ONLY

INS. EXP. DATE _____ CLASSIFICATION _____ REGISTRATION NO. _____

STATE LIC. HOLDER _____ DATE ISSUED _____

STATE LIC. EXPIRATION _____

The City of Lakewood, Ohio now accepts credit card payments.

Method of Payment [] Check Enclosed [] Visa [] MasterCard (Make Check Payable to: City of Lakewood)

Card Number: [][][][]-[][][][]-[][][][][]-[][][][][]

Card Expires: Month/Year [][]-[][][]

Card Holder Signature: _____

Card Holder Name: _____

(Please Print)

CITY OF LAKEWOOD, OHIO

Code of Ethics for Contractors

The City of Lakewood, Ohio (City) considers the maintenance of public trust and confidence essential to its proper functioning, and accordingly has adopted this Contractor Code of Ethics. Contractors who do business within the City must avoid all situations where propriety or financial interests, or the opportunity for financial gain, could lead to favored treatment for any organization or individual. Contractors must also avoid circumstances and conduct which may not constitute actual wrongdoing, or a conflict of interest, but might nevertheless appear questionable to the general public, thus compromising the integrity of the City.

This code was adopted in compliance with Ohio Revised Code and laws governing The Ohio Ethics Commission.

This Code of Ethics shall be made part of each Contractor Registration promulgated by the Division of Housing & Building and will also be considered attached to every permit issued and agreement to which the City is a party. It shall be distributed to all current Contractors and those who seek to do business within the City.

1. No contractor * shall employ a City official or employee in the business of the contractor or professional activity in which the vendor is involved within the City.
2. No contractor shall offer or provide any interest, financial or otherwise, direct or indirect, in the business of the contractor or professional activity in which the contractor is involved with a City official or employee.
3. No contractor shall cause or influence, or attempt to cause or influence any City employee in their official capacity in any manner, which might tend to impair the objectivity or independence of judgment of that City official or employee.
4. No contractor shall cause or influence, or attempt to cause or influence any City official or employee to use or attempt to use their official position to secure any unwarranted privileges or advantages for that contractor or for any other person.
5. No contractor shall offer any City official or employee any gift, favor, service or other thing of value under circumstances from which it might be reasonably inferred that such gift, service or other thing of value was given or offered for the purpose of influencing the recipient in the discharge of their official duties. In addition, officials or employees of the City will not be permitted to accept breakfasts, lunches, dinners, alcoholic beverages, tickets to entertainment and/or sporting events or any other item, which could be construed as having more than nominal value.

Acceptance of unsolicited advertising or promotional material of nominal value (such as inexpensive pens, pencils, or calendars) would also be permitted.

Any questions as to what is or is not acceptable or what constitutes proper conduct for a City official or employee should be referred to the Law Director or his/her designee.

6. This code is intended to augment, not to replace, existing administrative orders and the current City's Code of Ethics.

In the event there is a conflict of interest, then the contractor SHALL disclose this fact to the City.

- *Contractor is defined as any general contractor, subcontractor, consultant, person, firm, corporation or organization engaging in or seeking to do business within the City of Lakewood.*

Company Name: _____

_____ Street Address (no PO Box) City State Zip Code

Name: _____ Signature: _____

Title: _____ Date: _____



CITY OF LAKEWOOD

****ATTENTION GENERAL CONTRACTORS****

CHOOSING FROM THE LIST BELOW,

WRITE YOUR PRIMARY TYPE OF WORK HERE: → _____

In addition, please indicate with a *check mark* (✓) on the appropriate line below
UP TO FIVE

additional types of work you would be available for:

- | | |
|--|---|
| <input type="checkbox"/> CARP CARPENTRY | <input type="checkbox"/> MASO MASONRY |
| <input type="checkbox"/> CHIM CHIMNEY CLEANING | <input type="checkbox"/> OTHE OTHER |
| <input type="checkbox"/> DRYW DRYWALL/PLASTERING | <input type="checkbox"/> PAIN PAINTING |
| <input type="checkbox"/> EXCA EXCAVATION | <input type="checkbox"/> PATI PATIO/DECKS/ENCLOSURES |
| <input type="checkbox"/> FENC FENCES | <input type="checkbox"/> PAVA PAVING/ASPHALT |
| <input type="checkbox"/> FIRE SPRINKLER/SUPPRESSION/ALARMS | <input type="checkbox"/> PAVC PAVING/CONCRETE |
| <input type="checkbox"/> FIRP FIREPLACE INSTALL/CONST | <input type="checkbox"/> ROOF ROOFING |
| <input type="checkbox"/> FLRC FLOOR COVERING/TILE SETTER | <input type="checkbox"/> ROOM ROOM ADDITIONS |
| <input type="checkbox"/> FREF FLOOR REFINISHING | <input type="checkbox"/> SEWR SEWER |
| <input type="checkbox"/> GARG GARAGES | <input type="checkbox"/> SIDE SIDING |
| <input type="checkbox"/> GENR GENERAL REMODELING | <input type="checkbox"/> SIGN SIGNS |
| <input type="checkbox"/> GUTT GUTTERS AND DOWNSPOUTS | <input type="checkbox"/> SNOW SNOW PLOWING |
| <input type="checkbox"/> HAND HANDYMAN | <input type="checkbox"/> SPRK LAWN SPRINKLERS |
| <input type="checkbox"/> HAUL HAULING | <input type="checkbox"/> STOR STORAGE SHEDS |
| <input type="checkbox"/> INSL INSULATION | <input type="checkbox"/> TENT TENT INSTALLER |
| <input type="checkbox"/> IRON STEEL ERECTORS | <input type="checkbox"/> WATC WATERCONTROLLING |
| <input type="checkbox"/> KITC KITCHEN/BATH REMODELING | <input type="checkbox"/> WATP WATERPROOFING |
| <input type="checkbox"/> LAND LANDSCAPING | <input type="checkbox"/> WATR WATERCONTROL/WATERPROOF |
| <input type="checkbox"/> LCOM LOW VOLTAGE COMMUNICATIONS | <input type="checkbox"/> WIND WINDOW REPLACEMENT |

****IMPORTANT****

PLEASE RETURN THIS INFORMATION SHEET ALONG WITH YOUR GENERAL REGISTRATION.