

Requirements for Contractor Registration

- A completed registration packet, done online at Citizenserve.com/lakewoodoh
- A fee for each Contractor Registration of **\$100.00** i.e.: General, Electrical, HVAC, Hydronics (Effective 03/01/07. Ordinance 75-06. Adopted 01/02/07.)

Starting from January 01 – December 31

- A Certificate of Insurance, General Liability is (**\$1 Million per occurrence**) naming the City of Lakewood as “**Additional Insured**” and “**Certificate Holder**” See Sample Attached
***You will need to upload to Citizenserve**
- If you are a **sole-proprietor**, the Certificate of Insurance must show your name as well as your Company’s
- Auto Liability is (**\$100,000.00 per occurrence/\$300,000.00 aggregate**) naming the City of Lakewood as “**Certificate Holder**”
***You will need to upload to Citizenserve**
- If you have employees, you must provide a Federal I.D. Number OR Lakewood I.D. Number
- If you have employees, provide a certificate of coverage from the **Bureau of Workers’ Compensation**
***You will need to upload to Citizenserve**
- Attach a copy of a current license(s) by the State of Ohio (OCILB) for Electrical, HVAC, Hydronics, and Refrigeration
***You will need to upload to Citizenserve**
- Please note the City of Lakewood **does not** require that a bond be posted for issuance of a registration

NOTE:

- **IT IS CONTRACTORS RESPONSIBILITY TO UPDATE YOUR ACCOUNT WITH CURRENT INSURANCE THROUGHOUT THE YEAR**
- **REGISTRATION FEE WILL DOUBLE TO \$200.00 FOR WORK STARTED PRIOR TO REGISTRATION**