

## Requirements for Contractor Registration

- A completed registration packet, done online at [Citizenserve.com/lakewoodoh](https://Citizenserve.com/lakewoodoh)
  - Contractor Registration – A fee of \$75.00 for General. A fee of \$100.00 for Plumbing, HVAC, Electrical, 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**