CITY OF MASSILLON BUILDING DEPARTMENT
MUNICIPAL GOVERNMENT ANNEX
151 LINCOLN WAY EAST
MASSILLON, OH 44646
*PHONE: (330) 830-1724 * FAX: (330) 830-1782*

Dear Applicant:

In answer to your inquiry, the City of Massillon requires all HVAC contractors to be registered with the City of Massillon. To become registered as an HVAC Contractor, you will need:

1. To fill out an application. There is a $75.00 non-refundable fee.

2. To submit a copy of your current State License and Driver's License.

3. To submit a copy of your Worker's Compensation certificate, should you have employees.

4. To obtain a $10,000.00 surety bond – form enclosed.

5. To submit a yearly registration fee of $150.00. The registration expires on February 28th of each year. The registration belongs to the person who holds the State License and should he/she leave the company, the registration goes with him/her.

6. Permits are to be obtained before starting the job and it is your responsibility to call for all needed inspections.

Should you have any questions concerning this matter, please feel free to call our office.

NO. _____ DATE: _____

FEE: _____

APPLICATION FOR EXAMINATION OR FOR RENEWAL OF MASSILLON CITY REGISTRATIONS

( ) Contractor
- ( ) Electrical
- ( ) Heating
- ( ) Home Improvement
- ( ) Plumbing

( ) Journeyman
- ( ) Electrical
- ( ) Plumbing
- ( ) Electrical Apprentice

1. Full Name _____
2. Permanent Address _____

   _____
   City State Zip
3. Home Phone _____ U. S. Citizen? Yes or No
4. Age _____ Date of Birth _____ FED I.D. # OR SS#_____
5. Education – Years Completed _____
6. Present Occupation _____
7. Current Employer _____
8. Employers Address _____
9. Business Phone _____
10. Experience in Construction:
    Apprenticeship, Technical Training, Etc: _____

    _____
11. Number of years or months of practical experience in the field at the
    construction trade: _____
    or in a related field: _____
    type of work in related field: _____

It is agreed that the applicant will conform with all rules, regulations and ordinances of the City of Massillon, Ohio, and that the allegations, representations and statements made in this application are true; and the applicant acknowledges that any falsification made on this form will void the application.

_____ Date Signed: _____, 20_____

Signature of Applicant

FEES ARE NOT REFUNDABLE

ALL REGISTRATIONS OR RENEWALS OF SAME SHALL EXPIRE AS STATED IN THE MASSILLON CITY ORDINANCES.

CITY OF MASSILLON, OHIO

HEATING CONTRACTOR'S BOND

KNOW ALL MEN BY THESE PRESENTS, that_____ as principal, and _____ as surety, are held and firmly bound unto the City of Massillon or to any of its officers, for the use of any person, persons, firm or corporation with whom such principal shall contract to do heating work, in accordance with the provisions and requirements of the Heating Code of the City of Massillon, in the penal sum of Ten Thousand Dollars ($10,000.00), lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

Sealed with our seals and dated this _____.

THE CONDITIONS OF THE ABOVE OBLIGATION ARE SUCH, that whereas the above bonden, _____, has made application to the Commissioner of Building for a Certificate of Registration as a Heating Contractor to engage in the business of Heating Contracting in Massillon during the year beginning _____ and ending February 28, _____.

NOW THEREFORE, if the said _____ shall well and truly indemnify, keep and save harmless the City of Massillon, or any of its agents or officials for the use of any person, persons, firm or corporation with whom such contractor shall contract to do work, and shall indemnify and pay any such person, firm or corporation for damage sustained on account of the failure of such contractor to perform the work so contracted for in accordance with the provisions of the Heating Code of Massillon, and any and all lawful rules and regulations promulgated under the authority thereof, including Ordinance No. 1321, and from or by reason or on account of anything done under and by virtue or any permits issued under such registration for the doing of any work required to be done in the contracting of buildings or other structures or any part of parts thereof, then this obligation shall be null and void; otherwise to remain in full force and effect.

APPROVED:

Solicitor _____ Principal _____

Date _____ Surety _____
Attorney-in-fact