

**GUIDELINES FOR HOME IMPROVEMENT CONTRACTORS REGISTRATION
EFFECTIVE MAY 19, 2011**

1. There is a \$75.00 application fee, which must be paid at the same time the application is submitted.
2. After the application is filed, an appointment is to be made with the Chief Building Official for an interview. Interviews are conducted on Tuesdays only. If the applicant does not show up, the application fee will be forfeited. The results of the interview will determine if a written test must be taken.
3. We must receive the completed application, a copy of your Driver's License or State I.D., the Federal I.D. Number for you company or the Social Security Number for the owner of company.
4. The test is a two hour open book test based on the 2006 Ohio Residential Code. Two hours will be allotted for the test. The application fee/test fee constitutes one test setting. If applicant does not show up or fails the test, the fee will be forfeited and the testing process will start over from the beginning.
4. If applicant fails the test twice within a six month period, a waiting period of one year from the second failed test date is mandatory before a third attempt is permitted. This procedure will repeat itself.
5. Once the test is passed or waived, the yearly registration fee is \$150.00. The registration license is valid from March 1st of each calendar year through February 28th of the following calendar year. (It does not matter what time of the year the license is obtained, it will expire on the next February 28th. Cost is not prorated)
6. The registration license is the property of the person taking and passing the test/interview. If he/she leaves the company the license goes with him/her. No license is the property of the company.
7. In addition to the registration license fee, a surety bond payable to the City of Massillon is needed. We have our own bond forms, if you do not receive one, please ask for it. Also if you have employees, a copy of the Worker's Compensation form is to be included. Once we receive the signed original bond, license fee, and WC certificate, permits may be obtained.
8. Please note, it is your responsibility to renew your license each year. We do not send out renewal notices. If your license is not renewed by the end of the grace period, it becomes null and void, and this whole procedure must be repeated as if you never had a license.
9. By signing this form, the applicant acknowledges receipt of the guidelines for licensing Home Improvement Contractors, and this form becomes as much a part of the application as if it were written onto the application.

Signature of Applicant

Date Signed

Examination Date

NO. _____

DATE: _____

FEE: _____

**APPLICATION FOR EXAMINATION OR FOR RENEWAL OF
MASSILLON CITY REGISTRATIONS**

- | | |
|---|--|
| <input type="checkbox"/> Contractor | <input type="checkbox"/> Journeyman |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Electrical |
| <input type="checkbox"/> Heating | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Home Improvement | <input type="checkbox"/> Electrical Apprentice |
| <input type="checkbox"/> Plumbing | |

1. Full Name _____

2. Permanent Address _____

City	State	Zip
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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.

Signature of Applicant
FEES ARE NOT REFUNDABLE

Date Signed: _____, 20____

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

CITY OF MASSILLON, OHIO

HOME IMPROVEMENT 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 home improvement work, in accordance with the provisions and
requirements of the Home Improvement 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
Home Improvement Contractor to engage in the business of Home Improvement
Contracting in Massillon during the year beginning _____ and
ending February 28, 20____.

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 Home
Improvement Code of Massillon, and any and all lawful rules and regulations
promulgated under the authority thereof, including Ordinance No. 1311, 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