World's Oldest Traffic Light

Ashville, Ohio
Founded 1882

200 East Station Street ● Ashville, Ohio 43103 Phone: 740-983-6367 ● Fax: 740-983-4703 ● Email: ashville@ashvilleohio.gov

www.ashvilleohio.gov

Mayor
Charles K. Wise

Council
Glenn Cook
Nelson Embrey
Brian M. Garvine
Jim Mathers
Keith A. Moore
Brian Stewart

Clerk-Treasurer
Barbara J. Gilbert

Planning & Zoning
Lindsay Mayse
Rebecca Kirk
Keith Moore
Terry Moore
Mayor Charles K. Wise

Chief of Police
Douglas E. Clark

Tax Administrator
Patricia Cavinee

Village Administrator
Franklin Christman

Service Superintendent
David E. Ballard

Utility Department

Building Department
IMPORTANT INFORMATION REGARDING CONTRACTOR REGISTRATION

December 5, 2012

Dear Contractor:

Ashville provides Residential and Commercial Building Inspections within the Village of Ashville. I want to thank all the contractors who have contributed to improving the housing and building structures through your improvements, additions or repairs. We look forward to a positive working relationship.

Please note: Counter hours for the Building Department will be from 8:00 am until 4:00 pm.

- The 2013 Contractor Registration packet is available on line. You can download the application from the village website at ***www.ashvilleohio.net/gov***.htm under "Village Departments" "Planning & Zoning/Building". If you still want the village to mail or fax you a packet, please contact the Building Department at 740-983-6367 or you can pick one up at the counter.
- It is the responsibility of the contractor to have the approved plans on site. The inspectors have been instructed to walk off the job if the drawings are not there for review. You will be required to reschedule your inspection and may be subjected to re-inspection fees.
- Due to construction work occurring in the Village without permits, we are performing random inspections on the weekends. We are looking to eliminate contractors that come in over the weekends or work outside of the normal business hours that we are inspecting. Anyone found working without permits or lack of registration will be subject to fines. Registered contractors working without permits may have their license suspended or revoked.

Our goal is to protect the residents and ensure that construction projects are being monitored and the building and housing codes are being followed.

Dale Hoover,

Dale D. Hoover

Building Inspector

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December 5, 2012

Dear Registered Contractor:

The Building Department wishes to inform you that your existing "Certificate of Contractor Registration" expires December 31, 2012. Therefore, if you desire to operate as a contractor in the Village of Ashville during the calendar year 2013 you are required to submit the enclosed APPLICATION FOR CONTRACTOR/SUB-CONTRACTOR REGISTRATION accompanied by the required documents and fee.

Requirements to obtain a "Contractor/Sub-Contractor Registration" are as follows:

- The fee required to accompany the application is Seventy-five dollars ($75.00) per trade.
- The penalty for starting work prior to obtaining a "Contractor/Sub-Contractor Registration" is one hundred dollars ($100.00).
- Evidence of a current **License** issued by the Ohio Construction Industry Examining Board is required for registration as Plumbing, Electrical, HVAC, Refrigeration, and Hydronics contractors, Ohio Revised Code Chapter 4740.
- Contractor's liability insurance, including but without limitation, for bodily injury in the amount of one hundred thousand dollars/three hundred thousand dollars ($100,000/$300,000), and for property damage in the amount of at least fifty thousand dollars ($50,000) or such greater amounts as permitted by Ohio R.C. 4740.06(B)(4).
- Evidence of a current **License** issued by the Ohio State Department of Health is required for registration as asbestos, lead or radon abatement and/or testing contractors.
- The amount of the Registration Bond is five thousand dollars ($10,000.00) under Ordinance 1321.
- Copy of valid Ohio driver's license.
- **Self addressed stamped envelope** (not necessary if registering in person).

For your convenience and information the Building Department has enclosed the following:

- An APPLICATION FOR CERTIFICATE OF CONTRACTOR REGISTRATION. ***(YOU MUST LIST UP TO THREE AGENTS WHO ARE ABLE TO PULL PERMITS UNDER YOUR COMPANY'S NAME.)***
- A Village of Ashville REGISTRATION BOND.
- A copy of Insurance coverage requirements for contractor registration.
- An INVOICE for seventy-five dollars ($75.00).

The enclosed documents contain specific information and instructions. Please read each form completely and carefully.

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Building Department

CONTRACTOR / SUB-CONTRACTOR REGISTRATION

Date: ___/___/___

For Internal Use
Registration #_____ Registration #_____
Registration #_____ Registration #_____
Registration #_____

Applicant Name:			
Address:			
Number & Street	City/Village	State	Zip Code
Phone:	Cell Phone		
Company Name (DBA):			
Address:			
Number & Street	City/Village	State	Zip Code
Phone:	Cell Phone:	Fax:	
Email Address:			
Federal ID #	State Corporation #		
Valid Drivers License Number of applicant::	Submit a copy with this application.		

Check the trade for which the application is being made:

{ } General Building { } Electrical { } HVAC (Hydronic)
{ } Fire Suppression Commercial { } Plumbing { } Other (describe below)

Contractors MUST provide a copy of their State License in order to obtain Electrical, Plumbing and/or HVAC Registrations for Commercial Permits

Authorized Agents	
Agent # 1	
Agent # 2	
Agent # 3	

PLEASE SEE ATTACHED CHECK LIST FOR THE REQUIREMENTS FOR REGISTRATION

All registrations Expire on December 31st of each year.

I hereby indicate that all of the information is true to the best of my knowledge, that I am at least 18 years of age, able to interpret construction plans and specifications, and able to comply with the requirements of the Village of Ashville Ordinances/Resolutions.

_____ _____
Print Applicant's Name Signature of Applicant

Approved _____ Disapproved_____

Date: _____ Signature of Building Inspector

BOND NO._____
(REQUIRED)

Ashville, Ohio

2013 REGISTRATION BOND

KNOW ALL MEN BY THESE PRESENTS, THAT WE, _____ doing business as principal, hereinafter referred to as the principal, and,_____ as surety, hereinafter referred to as the surety, are held and firmly bound unto the **Village of Ashville,** in the sum of Ten Thousand Dollars ($10,000) for payment of which, well and truly to be made we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

Witness our hand and seals this _____ day of _____, 20____.

The conditions of the above obligations are such that:

Whereas, the said principal made application to the **Village of Ashville** for a license/registration in accordance with Ordinance 2010-02 of the Village of Ashville Chapter 1321.03Codified Ordinances, as a contractor to engage in the business of:

_____General Building _____HVAC (Hydronics)
_____Plumbing _____Electrical
_____Fire Suppression commercial _____Other, provide details on line below

_____

within the **Village of Ashville** during the calendar year of 2013 in accordance with the provisions of Code of Ordinances of the **Village of Ashville.**

Now therefore, if the said principal shall faithfully observe all the duties and discharge all the obligations incurred by him during said registration period under the ordinances of the **Village of Ashville** applying to the construction, alterations, repair, addition to, subtraction from, reconstruction or remodeling of any building, structure or appurtenance thereto, or any part thereof, and the ordinances applying to underground construction and/or work within the public right of way, and all the lawful orders of the **Village of Ashville**, issued under said ordinances, then this obligation shall be void, otherwise, the same shall be and remain in full force and effect; the undersigned agreeing and consenting that this undertaking shall be for the benefit of any party damaged by the principal's failure to comply with the duties, terms, conditions, provisions and requirements of the ordinances of the **Village of Ashville** applying to such work and the lawful orders of the **Village of Ashville** issued under such ordinances, as well as for the benefit of the obligee herein, and either or both may bring action on the bond, but said action must be commenced within two years after expiration of the principal's registration.

SEAL

_____
PRINCIPAL

_____
SURETY
(SIGNATURE OF AGENT EXECUTING BOND)

NOTE: ATTACH POWER OF ATTORNEY
(If this Bond is executed by any agent for a Principal or a Surety, such Agent must affix a copy of his Power of Attorney or other evidence of authority to execute the Bond. If the Surety is a non-resident corporation of the State of Ohio, its authority to do business in Ohio must, likewise, be attached hereto).

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December 5, 2012

Insurance coverage requirements for contractor registration

Applications for a Contractor/Sub-Contractor Registration for the *calendar year 2011* are required to include a Certificate of Insurance indicating the required *General Liability* coverage limits with a 10-day cancellation notice and a Certificate of Insurance indicating the required *Auto* coverage limits with a 10-day cancellation notice.

GENERAL LIABILITY COVERAGE. *Provide the following.*

1. Certificates must provide evidence of general liability insurance for bodily injury in the amount of one million dollars/two million dollars ($100,000.00/$300,000.00) **and** for property damages in the amount of at least five hundred thousand dollars ($50,000.00)

AUTO INSURANCE REQUIREMENTS. .

In addition to General Liability coverage all applications for a Certificate of Registration are required to include evidence of Auto coverage. Ordinance No. 2007-09 passed by the Village Council on September 17, 2007.

AUTO COVERAGE *Provide the following option.*

1. Show proof of current State of Ohio automobile coverage for the contractor's vehicle(s) for the period the contractor is registered to work in the Village of Ashville.

Invoice

Ashville, Ohio

Building Department

200 East Station Street, Ashville, Ohio 43103
Office: (740)-983-6367 FAX: (740)-983-4703

Contractors Registration Fee

Name:	Date:

2013 Contractor Registration

Description:	Amount:

CONTRACTOR REGISTRATION FOR EACH TRADE $75.00/ TRADE
AMOUNT DUE $75.00/TRADE

PAYMENT DUE UPON REGISTERING

CHECKS PAYABLE TO: **Village of Ashville**
200 East Station Street
Ashville, Ohio 43103

Check List

Ashville, Ohio

Building Department
200 East Station Street, Ashville, Ohio 43103
Office: (740)-983-6367 FAX: (740)-983-4703

BEFORE MAILING, DID YOU INCLUDE? **Check Box**

- ✓ A COMPLETED REGISTRATION APPLICATION FOR EACH TRADE. ☐
- ✓ A COPY OF A VALID DRIVER'S LICENSE FOR THE APPLICANT. ☐
- ✓ COMPLETED BOND FORM WITH SEAL AND ATTACHED POWER OF ATTORNEY FOR EACH TRADE. ☐
- ✓ CERTIFICATE OF INSURANCE WITH REQUIRED LIMITS AND 10-DAY CANCELLATION NOTICE. ☐
- ✓ AUTOMOBILE INSURANCE ☐
- ✓ EVIDENCE OF A LICENSE FROM THE OHIO CONSTRUCTION INDUSTRY EXAMINING BOARD (OCIEB) OR OHIO STATE DEPARTMENT OF HEALTH FOR THOSE TRADES REQUIRING IT. ☐
- ✓ PAYMENT OF $75.00 FOR EACH TRADE REGISTRATION. ☐
- ✓ SELF – ADDRESSED STAMPED ENVELOPE (NOT NECESSARY IF OBTAINING THE REGISTRATION IN PERSON) ☐
- ✓ ALL OTHER APPLICANTS NOT PREVIOUSLY REGISTERED MUST PRESENT EVIDENCE OF A CURRENT CERTIFICATE OF REGISTRATION FROM ANOTHER JURISDICTION OR TWO SEPARATE PROOFS OF WORK FOR APPLICANTS SEEKING REGISTRATION FOR TRADES OTHER THEN THOSE REQUIRING OCIEB OR OHIO STATE DEPARTMENT OF HEALTH LICENSE(S). ☐
- ✓ COMPLETE AN INCOME TAX REGISTRATION FORM ATTACHED. ☐
  Tax Forms at: http://www.ritaohio.com/individual/formsandinstructions.htm
- ✓ TO ENSURE PROPER CREDIT, PLEASE MAIL TO THE ATTENTION OF THE BUILDING DEPARTMENT. ☐