



# CITY OF BUCYRUS

500 S. SANDUSKY AVENUE  
BUCYRUS, OHIO 44820  
(419) 562-6767 FAX (419) 562-4013  
www.cityofbucyrusoh.us

DANIEL F. ROSS, MAYOR  
SIDNEY L. SEEVERS  
SERVICE SAFETY DIRECTOR

Dear Contractor:

Effective May 21, 2009, all permitted contractors working within the corporation limits of the City of Bucyrus shall be required to be registered. Contractor registration is just one facet of the newly established Chapter 717 of the Bucyrus Codified Ordinance. The primary intent of the ordinance is to provide a level of consumer protection by ensuring that all contractors are registered, insured, and current with their income taxes.

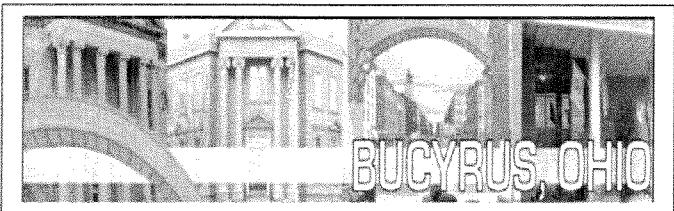
Contractors wishing to be registered shall make application to the Zoning/Engineering Department where their application for registration will be reviewed and processed based on the minimum requirements that are listed in the ordinance.

A registration certificate issued pursuant to Chapter 717 shall be valid until December 31 and shall be renewed annually thereafter. A registration certificate may be renewed after thirty days following the expiration date; however, a ten percent (10%) penalty will apply.

This checklist is provided for your convenience in order to insure that all the necessary paperwork for contractor registration is sent at one time, thus avoiding unnecessary delays in the processing of your certificate. If there are any questions, please call the Zoning/Engineering Department at 419-562-6767 between the hours of 8 a.m. to 5 p.m., Monday thru Friday.

- Certificate of Liability Insurance
  - \$100,000.00 per person for bodily injury
  - OR
  - \$300,000.00 per occurrence for bodily injury
- \$50,000.00 per accident for property damage
- Completed, notarized application
- Completed and signed municipal income tax withholding form
- Photocopy of current Workers Compensation Certificate (when applicable)
- OCIEB License per Ohio R.C. Chapter 4740 (when applicable)
- Fee of \$100.00 (New), or \$25.00 (Renewal) –  
Cash or check made payable to: City of Bucyrus

Please enclose a self-addressed stamped envelope when registering by mail. Thank you for your cooperation in this matter.



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# APPLICATION FOR CONTRACTOR REGISTRATION

PLEASE PRINT CLEARLY

NEW       RENEWAL FOR 20 \_\_\_\_\_      CONTRACTOR REG. # \_\_\_\_\_

NAME OF COMPANY \_\_\_\_\_ OWNER/PRESIDENT \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_  
 (STREET/ROAD) (CITY) (STATE) (ZIP CODE)

PH # \_\_\_\_\_ FAX # \_\_\_\_\_ CELL# \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

TYPE OF CONTRACTOR: \_\_\_\_\_  
 (CHOOSE FROM LIST ON PAGE 2)

STATE LICENSE # \_\_\_\_\_  
 (Electrical, Hydronics, HVAC, Plumbing & Refrigeration Contractors doing state code regulated projects only)

- REGISTRATION REQUIREMENTS:**
- FEE OF \$100.00 (NEW), \$25.00 (RENEWAL) – Cash or check made payable to: City of Bucyrus
  - CERTIFICATE OF LIABILITY INSURANCE
    - \$100,000.00 PER PERSON FOR BODILY INJURY      OR
    - \$300,000.00 PER OCCURENCE FOR BODILY INJURY  
AND
    - \$50,000.00 PER ACCIDENT FOR PROPERTY DAMAGE
  - CERTIFICATE OF REGISTRATION WITH THE CITY OF BUCYRUS INCOME TAX
  - PHOTOCOPY OF CURRENT WORKERS COMPENSATION CERTIFICATE – (WHERE APPLICABLE)
  - OCIEB LICENSE PER OHIO R.C. CHAPTER 4740 – (WHERE APPLICABLE)

I HEREBY AFFIRM THAT THE STATEMENT CONTAINED HEREIN ARE TRUE, FACTUAL AND COMPLETE.

Applicant's Signature, Title \_\_\_\_\_ Date \_\_\_\_\_

SWORN AND SUBSCRIBED IN MY PRESENCE:

SEAL

Notary Public: \_\_\_\_\_ My Commission Expires: \_\_\_\_\_

OFFICE USE ONLY:

APPROVED BY : \_\_\_\_\_ DATE: \_\_\_\_\_

RECEIPT #: \_\_\_\_\_





**CHAPTER 717**  
**Contractor Registration**

<p>717.01 Definitions.</p> <p>717.02 Contractor registration and requirements.</p> <p>717.03 Term and renewal.</p> <p>717.04 Revocation or suspension of registration.</p>	<p>717.05 Assignment, transfer or use by third person.</p> <p>717.06 Exemptions.</p> <p>717.07 Right to appeal.</p> <p>717.99 Penalty.</p>
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**717.01 DEFINITIONS.**

For the purpose of this chapter, the following words and terms shall have the following meanings:

- (a) "Contractor" means any person, firm or corporation which builds, constructs, repairs, replaces, remodels, alters or otherwise improves any land or building, or any portion thereof, as a business for profit in the City. Contractor includes, but is not limited to, the following crafts, trades and businesses:

General Contractor	Insulation Contractor
Roofing Contractor	Fencing Contractor
Electrical Contractor (Commercial)	Electrical Residential (Class A)
Electrical (Class B)	Electrical Journeyman
Demolition Contractor	Sewer Tapper
Sign Erector	Paving Contractor
HVAC Contractor	Cement Contractor
Framing Carpenter	Finish Carpenter
Fire Protection Contractor	Painting Contractor
Drywall Contractor	Siding Contractor

Landscaping/Lawn Care	Flooring
Pool Installer	Refrigeration Contractor
Hydronics Contractor	Tree Maintenance/Stump Removal
Excavating Contractor	Plumber
Snow Removal	

(Ord. 19-2009. Passed 7-21-09.)

(b) “General contractor” means any person, firm or corporation, fitting the definition of contractor herein, who coordinates other contractors working on the same project.

(c) “Subcontractor” means any person, firm or corporation, fitting the definition of contractor herein, who performs a special skill, trade, craft or profession as a part of a construction contract on behalf of a general contractor.

(d) “Immediate family” means an owner’s spouse, child, parent, stepparent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle or first cousin.

(Ord. 11-2009. Passed 4-21-09.)

#### **717.02 CONTRACTOR REGISTRATION AND REQUIREMENTS.**

(a) Any contractor, general contractor or subcontractor engaged in contracting, construction, alteration, repair, replacement or removal or demolition of buildings or structures, as business for profit in the City shall, before performing any work within the corporation limits of Bucyrus, register with the City’s Zoning/Engineering Department as set forth herein.

(b) Requirements. A contractor, general contractor, or subcontractor seeking to be registered shall submit the following to the City’s Zoning/Engineering Department.

- (1) A certificate of liability insurance in the amount not less than one hundred thousand dollars (\$100,000) per person or three hundred thousand dollars (\$300,000) per occurrence for bodily injury, and fifty thousand dollars (\$50,000) per accident for property damage (except automobile), for any and all losses to persons by reason of any negligence on the part of himself or his agents or employees while engaged in the performance of construction work in the City. Failure on the part of the contractor to maintain this insurance coverage on a continuous basis will result in automatic cancellation of the registration/license. Provision will be made by the contractor to have his insurance company give the City at least fifteen days prior written notice in the event of cancellation or non-renewal of this insurance coverage;
- (2) Proof of compliance with the State of Ohio’s Workers’ Compensation Laws;

- (3) Certificate of registration with the City of Bucyrus's Income Tax Department;
- (4) A current copy of his/or her license issued pursuant to Ohio R.C. Chapter 4740 by the OCIEB (Ohio Construction Industry Examining Board) to the contractor or an employee of said contractor, if such license is required for the contractor's trade or certificate issued pursuant to Ohio R.C. 3737.65 by the Ohio Fire Marshal. (Ord. 11-2009. Passed 4-21-09.)
- (5) A registration fee of one hundred dollars (\$100.00) for the initial registration and twenty-five dollars (\$25.00) for any renewal. (Ord. 19-2009. Passed 7-21-09.)

Upon submission of the items required above, the City Zoning/Engineering Department shall issue a registration certificate. The City Zoning/Engineering Department may deny the application if the contractor fails to submit any of the items required above.

(c) No person, firm or corporation shall allow a contractor, general contractor or subcontractor who has failed to register with the City Zoning/Engineering Department to perform any work in the City. (Ord. 11-2009. Passed 4-21-09.)

#### **717.03 TERM AND RENEWAL.**

A registration certificate issued pursuant to this chapter shall be valid until December 31<sup>st</sup> and shall be renewed annually thereafter. A registration certificate may be renewed after thirty days following the expiration date, however, a ten percent (10%) penalty will apply. (Ord. 11-2009. Passed 4-21-09.)

#### **717.04 REVOCATION OR SUSPENSION OF REGISTRATION.**

(a) Any license or permit may be revoked by the City Zoning/Engineering Department at any time for conditions or considerations which, had they existed at the time of issuance, would have been valid grounds for its denial; for the violation of any provision of this chapter or any other law, ordinance, code or regulation within the jurisdiction of the Bureau relating to the matter for which the license or permit was issued or upon conviction of the holder of any Federal, State, or City law or ordinance, involving moral turpitude. Such revocation shall become effective upon notice served upon the holder or upon notice being posted upon the premises relating to the license or permit.

(b) Except as otherwise provided by law, the City Zoning/Engineering Department may issue an order suspending a license or permit which suspension shall become effective immediately upon service of written notice thereof upon the holder. Such notice shall specify the reason for the suspension and may provide conditions under which reinstatement of the license or permit may be obtained. Upon compliance with such conditions within the time specified, the license or permit shall be restored. (Ord. 11-2009. Passed 4-21-09.)

#### **717.05 ASSIGNMENT, TRANSFER OR USE BY THIRD PERSON.**

A registered contractor shall not assign, transfer or allow any other person to use his or her or its registration certificate for any purpose. Such act shall result in suspension or cancellation of registration. The fee for reinstatement of such registration shall be double the initial registration fee. (Ord. 11-2009. Passed 4-21-09.)

**717.06 EXEMPTIONS.**

The following are exempt from the registration requirements of Section 717.02:

- (a) Home Owners. No provision of registration shall be interpreted to require that the owner of a one-family dwelling or a member of his/her immediate family who does work on said dwelling shall be licensed or registered personally to perform work upon the premises occupied, or to be occupied, by the owner thereof as such owner's established residence.
- (b) Government Agencies, Private Industry Maintenance and Public Utilities. Provision of registration shall not apply to Federal, State, County or municipal governmental agencies, to public utilities furnishing services to the City under municipal utilities franchise agreement, or to industrial, commercial or institutional organizations or firms wherein a maintenance department, doing work within the provisions of the Building Codes, is provided, except that should work covered by the Building Code be contracted with outside contractors, then such contractors shall be registered in the City as provided herein.
- (c) Owners of Rental Properties. No provision of registration shall be interpreted to require that the owner of a residential rental property be licensed or registered as a contractor in order to personally perform work on property owned by him or her. However, work performed by the owner of a residential rental property without license or registration as herein provided shall be limited to the following types of work:
  - (1) Exterior.
    - A. All painting.
    - B. All lawn maintenance.
    - C. Repair or replace broken windows and doors, including storm windows and doors.
    - D. Repair, replacement and installation of gutters and downspouts.
    - E. Repair, replacement and installation of siding.
    - F. Repair, replacement and installation of roofing.
    - G. Repair, replacement and installation of wood porches, decks and fences.
    - H. Repair, replacement and installation of sidewalks and driveways located on the property.
    - I. Repair to, replacement and installation of garage doors and electronic openers.
  - (2) Cosmetic.
    - A. Repair, replacement and installation of drywall, paneling and moldings.
    - B. Repair, replacement and installation of suspended ceilings.
    - C. Repair, replacement and installation of floor coverings.
    - D. Miscellaneous cosmetic repairs, replacements and installations not involving electric work.
  - (3) Projects less than five hundred dollars (\$500.00). Provision of registration shall not apply to any contracting, construction, alteration, repair, removal or demolition of building or structure in which the aggregate cost is less than five hundred dollars (\$500.00).  
(Ord. 11-2009. Passed 4-21-09.)

**717.07 RIGHT TO APPEAL.**

Except as otherwise provided by law, any applicant for a registration certificate hereunder which has had such certificate denied, or which has had such certificate suspended or revoked under the provisions of this chapter, shall have the right to appeal such denial, suspension or revocation pursuant to Section 1147.01.

(Ord. 11-2009. Passed 4-21-09.)

**717.99 PENALTY.**

Whoever violates any provision of this chapter is guilty of a unclassified misdemeanor and shall be subject to a fine of not more than five hundred dollars (\$500.00). Each day's violation shall constitute a separate offense.

(Ord. 11-2009. Passed 4-21-09.)