

**TRUMBULL COUNTY BUILDING INSPECTION DEPT**  
**Wean Building**  
**159 East Market Street, Suite 100**  
**Warren, Ohio 44481**

**NEW REGISTRATION APPLICATION (HVAC, HY, or RE)**

1. All applicants must complete back ground information packet provided.
2. All applicants must present a copy of current state license.
3. All applicants shall include proof of current liability insurance, including completed operations in the amount of Five Hundred Thousand Dollars (\$500,000.00) minimum, or as per State regulations.
4. All applicants must include proof of compliance with Chapters 4121 & 4123 of the Ohio Revised Code. (\*workman's compensation laws) Or include a notarized statement as to reason for your exemption.
5. All applicants must include a photo ID. (\*a copy of your current state drivers license.)
6. All applicants must provide a Surety Bond to Trumbull County in the amount of Ten Thousand Dollars, (\$10,000.00), on the original Bond Form provided.
7. Fees for all new applications shall be Two Hundred Dollars, (\$200.00).

\*Applications returned for incomplete information, improper bond form or unsigned bond form, or checks, or any other just cause, which require the application to be returned, shall be subjected to a reprocessing fee of Twenty Dollars (\$20.00) for each additional processing.

**RENEWAL OF EXISTING LOCAL REGISTRATION**

- 1. Renewal fees for an existing registration shall be ONE HUNDRED DOLLARS (\$100.00), per year.**
- 2. Complete and submit an updated application form, and comply with items # 2,3,4,5, & 6 above.**

**RENEWAL DATES**

1. Renewal dates for local registration shall be thirty days after the expiration date of the state license. (Jan. 31, April 30, July 31, Oct. 31)
2. Local registration **NOT RENEWED** with sixty days of expiration shall be subjected to a **100%** late fee.
3. **NO** inspections shall be made for, or permits issued to, expired registrations.

# APPLICATION FORM

Please be advised that I am employed full time and my **TRUMBULL COUNTY SPECIALTY TRADE REGISTRATION** is to be used Exclusively by: *(PLEASE PRINT OR TYPE CLEARLY)*

Name: \_\_\_\_\_ Company Name: \* \_\_\_\_\_  
*\*(AS IT APPEARS ON YOUR STATE LICENSE)*

Address: \_\_\_\_\_ Company Address: \_\_\_\_\_

City: \_\_\_\_\_ Company City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Company State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Federal ID#: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Company Phone Number: \_\_\_\_\_

200 \_\_\_\_\_ Local Contractor Number(s): \_\_\_\_\_

200 \_\_\_\_\_ State License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

BWC Number: \_\_\_\_\_

## REVOCATION OF LOCAL REGISTRATION

### LOSS OF LOCAL REGISTRATION FOR VIOLATIONS

Upon presentation to the Board of Examiner of charges that the holder of any registration has willfully or negligently violated any provisions of the Ohio Codes or the Trumbull County Standards.

The Board of Examiners shall fix a time and place for a meeting to consider such charges and shall notify the holder of the registration to be present at such meeting.

Such notification shall be in writing and shall be delivered to the holder at least five (5) days in advance of said meeting.

### REASONS FOR REVOCATION OF REGISTRATION

- **Failure** to renew State License by Expiration Date each year
- **Failure** to pay registration fees
- **The** lending of one's license to another
- Allowing other companies to use one's registration to do any Specialty Contractor's work in Trumbull County
- **REPEATED** violation of codes or Standards
- **REPEATED FAILURE** to obtain a permit

Affix copy of Driver's License Here

\_\_\_\_\_  
Signature of State License Holder

\_\_\_\_\_  
Date

## CONTRACTOR'S QUALIFICATION STATEMENT

TYPE OF WORK:

- \_\_\_\_\_ ELECTRICAL
- \_\_\_\_\_ WARM AIR HEATING
- \_\_\_\_\_ AIR CONDITIONING
- \_\_\_\_\_ WET HEATING

### 1. ORGANIZATION

1.1 HOW MANY YEARS HAS YOUR ORGANIZATION BEEN IN BUSINESS AS A CONTRACTOR? \_\_\_\_\_

1.2 HOW MANY YEARS HAS YOUR ORGANIZATION BEEN IN BUSINESS UNDER ITS BUSINESS NAME? \_\_\_\_\_

1.21 UNDER WHAT OTHER OR FORMER NAMES HAS YOUR ORGANIZATION OPERATED? \_\_\_\_\_

1.3 IF YOUR ORGANIZATION IS A CORPORATION, ANSWER THE FOLLOWING:

1.31 DATE OF INCORPORATION:

1.32 STATE OF INCORPORATION:

1.33 PRESIDENTS NAME:

1.34 VICE-PRESIDENTS NAME (S):

1.35 SECRETARY'S NAME:

1.36 TREASURER'S NAME:

1.4 LIST JURISDICTION IN WHICH YOUR ORGANIZATIONS PARTNERSHIP OR TRADE NAME IS FILED. \_\_\_\_\_

### 2. LICENSING

2.1 LIST JURISDICTION AN TRADE CATEGORIES IN WHICH YOUR ORGANIZATION IS LEGALLY QUALIFIED TO DO BUSINESS, AND INDICATE REGISTRATION OR LICENSE NUMBERS, IF APPLICABLE.

2.2 HAS ANY OF YOUR COMPANIES REGISTRATIONS OR LICENSE BEEN REVOKED OR SUSPENDED? \_\_\_\_\_  
IF SO, WHY:

3. EXPERIENCE

- 3.1 LIST THE CATEGORIES OF WORK THAT YOUR ORGANIZATION NORMALLY PERFORMS WITH ITS OWN FORCES.
  
- 3.2 ARE THERE ANY JUDGEMENTS, CLAIMS, ARBITRATION PROCEDINGS OR SUITS PENDING OR OUTSTANDING AGAINST YOUR ORGANIZATION OR ITS OFFICERS?
  
- 3.3 HAS YOUR ORGANIZATION FILED ANY LAW SUITS OR REQUESTED ARBITRATION WITH REGARD TO CONSTRUCTION CONTRACTS WITHIN THE LAST FIVE YEARS?

4. REFERENCES

- 4.1 TRADE REFERENCES (2):
  
- 4.2 PERSONAL REFERENCES (2):
  
- 4.3 SURETY:
  - 4.3.1 NAME OF BONDING CO.:
  - 4.3.2 NAME AND ADDRESS OF AGENT:

5. SIGNATURE \_\_\_\_\_

5.1 Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Name of organization: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BY: \_\_\_\_\_  
Title: \_\_\_\_\_

\_\_\_\_\_ being duly sworn deposes and says that the information provided herein is true and sufficiently complete so as no to be misleading.

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_

**Trumbull County  
MECHANICAL CONTRACTOR'S BOND**

**KNOW ALL MEN BY THESE PRESENT**, That I, the undersigned (fill in exact name (s) and assignee business entity as appear on State License)

\_\_\_\_\_  
YOUR FULL NAME AND ADDRESS AS APPEARS ON STATE LICENSE

\_\_\_\_\_  
LIST ALL BUSINESS NAMES THAT YOU USE

Of the City \_\_\_\_\_, State of \_\_\_\_\_,  
as Principal an \_\_\_\_\_ as  
Surety, are held firmly bound onto the County of Trumbull, Ohio, in the sum of Ten  
Thousand and 00/100 Dollars (\$10,000.00), lawful money, for the payment of which,  
well and truly to be made we bind ourselves, our heirs, executors, administrators,  
and assigns firmly by these presents.

**THE CONDITIONS OF THE ABOVE OBLIGATIONS ARE SUCH THAT, WHEREAS,**  
the above name principal has made application to the County of Trumbull, Ohio, for  
registration as a Mechanical Contractor for a term of one year beginning \_\_\_\_\_  
and ending \_\_\_\_\_ pursuant to and under the provisions of the resolutions  
of Trumbull County, Ohio.

**NOW, THEREFORE,** if said Principal, during the term of said registration shall well  
and faithful indemnify and save harmless Trumbull County from all loss and damage  
that may be occasioned in any ways by accidents, caused by the negligence or by  
the want of care, skill or attention on his or its part or on the part of anyone in his or  
its employ; faithfully observe all federal and state law as applicable and all resolution  
of Trumbull County, governing the installation or the alteration, replacement, repair,  
design, or service of any mechanical work within Trumbull County, Ohio, then this  
obligation shall be void otherwise, to remain in fill force and effect; the same may be  
sued on at the instance of any person, firm or corporation with whom the said  
principal may hereafter contract to do said work for any damage sustained by said  
person, Firm or Corporation on account of the Failure of said principal to perform the  
work contracted for in accordance with the resolutions and the rules and regulations  
aforesaid.

**IN TESTIMONY WHEREOF, we have hereunto set our hands this \_\_\_\_\_**  
**day of \_\_\_\_\_, 20\_\_\_\_\_.**

**NOTE: Power of Attorney must  
be attached to all bonds and  
renewals.**

**SEAL MUST APPEAR ON BOND FORM.**

\_\_\_\_\_  
**Name of Registration Holder**

**BY:** \_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
**Surety**

**BY:** \_\_\_\_\_  
SIGNATURE