

TRUMBULL COUNTY BUILDING INSPECTION DEPT

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.**

Local registration **NOT RENEWED** with sixty days of expiration shall be subjected to a **100%** late fee.

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

**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