

Contractor License Transfer Application

757 Carolyn Avenue, Columbus, Ohio 43224
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ALL FEES ARE NON-REFUNDABLE • Please type or print all information

From a business to an individual name or elective suspension

Type of License (check one): Demolition Home Improvement Sewer &/or Water Sign Erector

License Holder Name: _____ License Number: _____

Current Address: _____ City/State/Zip: _____

E-Mail Address: _____ Phone Number: _____

Former Company Name: _____

I, _____, holder of the above license, do hereby request this license and the authority to apply for a permit and perform the work associated with it be removed from the assigned company above. I further request that the license and the authority vested herein be transferred as follows:

- Re-issue my license in my own name. I am attaching the necessary fee, bond, and liability insurance documentation reflecting the change. I understand that by transferring my license to my own name, I may continue to obtain permits and perform work; and that for the next ninety (90) days, my license must remain in my individual name to provide time for the former assignee to complete permitted projects and/or find another licensed contractor to assume responsibility for work in progress.
- Place my license in elective suspension (escrow). I am attaching the necessary fee (a bond, liability insurance, and authorized signer form are not required). **I understand that no work can be performed while my license is in elective suspension.** I further understand that a license transferred to elective suspension carries an annual fee that must be paid by the due date of the license renewal.

Signature of Applicant
(sign in presence of notary or Building & Zoning Services Official)

Print/Type Name

Sworn to before me and signed in my presence this _____ day of _____ in the year _____

Notary Seal Here

Signature of Notary Public or Building & Zoning Services Official

My Commission Expires _____

OFFICE USE ONLY

New Number: _____ Issued by: _____ Date: _____