

Contractor License Transfer Application

111 N Front Street, Columbus, Ohio 43215
Phone: 614-645-6090 • www.bzs.columbus.gov

ALL FEES ARE NON-REFUNDABLE • Make checks payable to the Columbus City Treasurer

From a business to an individual name or elective suspension

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

Full Name

Home Phone Number

Home Address

City /State / Zip

Email Address for notification of permits issued under applicant's license*: _____

Email Address for communication related to issuance of applicant's license: _____

License Number: _____ Currently Assigned To: _____

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 (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

Date

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