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## INFORMATION FOR OCILB CONTRACTOR APPLICATION:

The following information pertains to registrations issued to:

- Electrical Contractor
- Plumbing Contractor
- Warm Air Heating/HVAC Contractor
- Refrigeration Contractor
- Steam & Hot Water/Hydronics Contractor

**Section 4114 of the Columbus Code requires the following be presented in order to secure a contractor registration.**

- Ohio Construction Industry Licensing Board Qualification License Holder Contractor Application; completed and signed by the OCILB License holder. This application must be notarized.
- A Bond in the amount of \$25,000. The enclosed bond form must be used. Specific information for bond completion may be found on the enclosed bond information sheet.
- A Current State OCILB License; All Ohio Construction Industry Licensing Board (OCILB) license holders must submit a copy of their license that verifies they are licensed through the State of Ohio. A Columbus registration will be issued in the name of the business entity as it appears on the Qualification License.

**NOTE:**

Individual name and company name must be listed identically on all documents. Please review all information and have your application notarized before filing for a registration. If the application is not notarized, all documents will be returned without being processed.

**REGISTRATION FEE**

Non-refundable \$300.00 registration fee. **If paying by check, make check payable to Columbus City Treasurer.**

Application may be submitted to:

BZSLicensing@Columbus.gov (you will receive an email containing a link to pay the fee online)

-OR-

City of Columbus - Department of Building & Zoning Services  
111 N Front Street  
Columbus, Ohio 43215

For additional information, contact the Customer Service Center at [bzslicensing@columbus.gov](mailto:bzslicensing@columbus.gov) or (614) 645-7433 or visit us online at [www.columbus.gov/bzs](http://www.columbus.gov/bzs).

**Ohio Construction Industry Licensing Board** *Official Use Only*

**Qualification License Holder Contractor Application**

111 N Front Street, Columbus, Ohio 43215

Phone: 614-645-7433 • bzslicensing@columbus.gov • www.bzs.columbus.gov

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

**Type of Registration:**

**Date** \_\_\_\_\_

Electrical      Plumbing      Refrigeration      Steam & Hot Water/Hydronics      Warm Air Heating/HVAC

**NOTE:** Attach a copy of State OCILB License for each trade requested. For application requirements for ANY license, refer to Columbus Building Code, Chapter 4114.

**PART I: QUALIFICATION CERTIFICATE HOLDER INFORMATION**

I, the undersigned, an Ohio Construction Industry Licensing Board Qualification License Holder, confirm that I am associated with the following business concern as a legal full-time officer, proprietor, partner, or employee. I will be actively engaged in and perform work only for the business concern listed below. I hereby apply for the selected Contractor Registration(s), in the City of Columbus, Ohio, and for that purpose give the following information and answers to ALL of the questions contained in this application.

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Business Telephone Number/Ext.

Email Address for notification of permits issued under applicant's registration: \_\_\_\_\_

Email Address for communication related to issuance of applicant's registration: \_\_\_\_\_

Have you previously held this type of registration with the City of Columbus?    Yes    No

If YES, provide the following if known; Registration Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Have you ever been summoned before any City of Columbus Contractor Board of Review for any type of violation hearing?    Yes    No

If YES, which board? \_\_\_\_\_ Date \_\_\_\_\_ Board Decision \_\_\_\_\_

**PART II: STATEMENT BY APPLICANT**

I hereby certify that, to the best of my knowledge and belief, all statements made herein or attached are complete and accurate. I understand that any false statements later disclosed may cause loss of my right of registration, and may subject me to prosecution under Ohio Revised Code Section 2921.13.

\_\_\_\_\_  
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