FIRE PROTECTION CONTRACTOR REGISTRATION

Address: 111 N Front Street, Columbus, Ohio 43215
Phone: 614-645-7433
Email: bzslicensing@columbus.gov
Website: www.columbus.gov/bzs

THE CITY OF COLUMBUS
ANDREW J. GINTHER, MAYOR
DEPARTMENT OF BUILDING AND ZONING SERVICES

INFORMATION FOR FIRE PROTECTION CONTRACTOR REGISTRATION

Section 4114 of the Columbus Code requires the following be presented to secure a contractor registration:

- To work in the City of Columbus, contractors must have an active Individual Installer Registration, and an active Fire Protection Company Registration.
- If the same individual will be applying for Company and Individual Installer registrations, only one application needs to be completed.

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 registration.

FIRE PROTECTION COMPANY REQUIREMENTS

- Ohio Division of State Fire Marshal Registration Application for the Company; completed and signed by the person chosen to be the party responsible for the company registration. 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 copy of the Company's current certificate with Ohio's Division of State Fire Marshal. A Columbus registration will be issued in the name of the business entity as it appears on the Ohio Division of State Fire Marshal certificate.

INDIVIDUAL INSTALLER REQUIREMENTS

- Ohio Division of State Fire Marshal Registration Application for the Individual; completed and signed by the certified installer certificate holder. This application must be notarized.
- A copy of both sides of the Individual Installer's current certificate with Ohio's Division of State Fire Marshal.

REGISTRATION FEE

Information can be found in the Contractor License & Registration Fees area of the Combined Development Related Fee Schedule. Fees can be paid with a payment card, check, or cash in our office. Checks should be made payable to Columbus City Treasurer. Applications received without payment will be setup for fees to be paid with a payment card or electronic check through our Citizen Access Portal (columbus.gov/bzs). We do not accept payment by phone.

Applications that are completed with notary seal and signature can be submitted to the following:

- In person or by mail: Department of Building and Zoning Services, 111 North Front Street, Columbus, OH 43215
- Email: BZSLicensing@columbus.gov

If not notarized, the applicant needs to hand deliver the application to our office between 9:00 and 4:00 on days of business.

Application No.: _____
Official use only

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Type of Registration: ☐ Company ☐ Individual (check categories below)

☐ Automatic Sprinkler and Standpipe Systems
☐ Fire Alarm and Detection Equipment
☐ Fire Pumps
☐ Pre-Engineered Extinguishing Equipment
☐ Engineered Extinguishing Equipment
☐ Fire Service Mains

NOTE: Attach a copy of Ohio Division of State Fire Marshal certificate for registration(s) requested (company or individual installer). For application requirements for ANY license, refer to Columbus Building Code, Chapter 4114.

PART I: QUALIFICATION CERTIFICATE HOLDER INFORMATION

I, the undersigned, an Ohio Division of State Fire Marshal Certificate 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, for the business concern listed below, and for that purpose give the following information and answers to all the questions contained in this application.

Full Name: _____ Date of Birth: ____/____/____

Business Name: _____

Street Address, City, State, Zip: _____

Phone Number: _____

Email address for notification of permits issued under applicant's license:

_____

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

_____

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

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:_____

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 registration and may subject me to prosecution under Ohio Revised Code Section 2921.13.

Print Name: _____ Date: _____

Signature of Applicant: _____

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

Notary Seal here

_____

Signature of Notary Public or Building and Zoning Services Official

INSTRUCTIONS FOR COMPLETING THE CONTRACTOR LICENSE/ REGISTRATION BOND AS REQUIRED BY COLUMBUS CITY CODE SECTION 4114.515

NOTICE TO CONTRACTOR: Please give these instructions to your bonding company or agent to ensure that all the information is correctly provided on the bond.

NOTICE TO BONDING COMPANY AND AGENT: Please follow the instructions below when completing this 'Contractor License / Registration Bond' form. Guidelines showing the correct way to complete the bond form have been provided for your convenience. Please refer to the Guidelines for any questions you may have regarding completing the bond form. Please also note the following:

1. Form: Please use the bond form provided by the City of Columbus if this is a new License / Registration or if the bond is being submitted for the first time. In the case of a renewal for an existing License / Registration and corresponding bond, we will accept a Continuation Certificate.

2. Bond Number and Effective Date: Please enter the Bond Number and the Effective Date of the bond on the lines provided.

3. Amount of Bond: All 'Contractor License / Registration Bonds' are set at $25,000.00. Please do not change this amount.

4. Individual Licensee / Registrant: Please insert the name of the Individual who holds the License or Registration as it appears on the License / Registration application.

5. Company Name: If the contractor is doing business as a company or assigning the License / Registration to a business, then please insert the exact name of the business as it appears on the Contractor Application, Renewal Form or OCILB License. If the contractor is conducting business as an individual, meaning, that a business or corporate name is not being used, then this line can be left blank.

6. Name of Bonding Company: Please insert the complete name of the bonding company. Also, please note that the name of this Surety must also appear on the Power of Attorney which is to be attached.

7. Date and Signing of Bond: Please enter the date in which the bond is being executed. It is important that this date be on or after the effective date in which the Power of Attorney is dated. If the Power of Attorney is dated after the date in which the bond is executed, then the bond will be considered invalid. Please print or type the name of the Individual (not the name of the business) who holds the License or Certificate, as indicated in No. 4 above. The Individual also needs to provide an original signature. Please print or type the name of the Surety, as indicated in No. 6 above. The bond must be signed by the Attorney-in-Fact. An electronic or facsimile signature of the Attorney-in-Fact is acceptable. Lastly, please provide the telephone number of the Attorney-in-Fact who can be contacted with any questions.

8. Surety Seal: We will accept an electronic or facsimile seal. If the seal is not provided as required, then we will consider the bond to be invalid and will return it to the Licensee / Registrant.

When the bond form has been properly completed, please return it to the Licensee / Registrant. Do not return the bond form to our office. The Licensee / Registrant must complete additional paperwork and we require all the paperwork to be submitted as a single submission.

QUESTIONS: If you have any questions regarding these instructions, please contact our Customer Service Center at (614) 645-7433 or bzslicensing@columbus.gov.

Guidelines For Properly Filling Out Bond Form

Contractor License/Registration Bond Form 1

Bond #: 2 Effective Date: 2

Amount: $25,000

KNOW ALL MEN BY THESE PRESENTS:

That (Insert Name of Individual Licensee/Registrant 4 Jane Doe

Of (Insert Company Name) 5 Does Services

As Principal, and (Insert Name of Bonding Company) 6 Sample Bonding Agency

as Surety, are held and firmly bound unto the City of Columbus, c/o City Treasurer, City Hall, 90 West Broad Street, Columbus, Ohio 43215, as Obligee, in the sum of Twenty Five Thousand and no/100 Dollars ($25,000.00) to be paid to said Obligee, its successors and assigns, and for the payment thereof well and truly to be made, we, the Principal and Surety, jointly and severally bind ourselves, our heirs, executors, administrators, successors, and assigns firmly by these presents. The conditions of the above obligation are such that:

WHEREAS…

WHEREAS…

WHEREAS…

NOW THEREFORE…

IT IS FURTHER UNDERSTOOD AND AGREED…

Signed this 7 day of 7, in the year 7.

Licensee/ Registrant:

Print or Type Name: 4 Jane Doe Signature: 7 Jane Doe

Surety

Print or Type Name: 6 Sample Bonding Agency Signature: 7 Sample Bonding Agency

Telephone Number of attorney-in-fact: 7 614.645.7433

Place Surety Seal Here

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Contractor License/Registration Bond Form

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Website: www.columbus.gov/bzs

THE CITY OF COLUMBUS
ANDREW J. GINTHER, MAYOR
DEPARTMENT OF BUILDING AND ZONING SERVICES

Bond Number:_____ Effective Date: ____/___/_____

Amount: $25,000

KNOW ALL MEN BY THESE PRESENTS:

That (Insert Name of Individual Licensee/Registrant _____

Of (Insert Company Name) _____

As Principal, and (Insert Name of Bonding Company) _____

as Surety, are held and firmly bound unto the City of Columbus, c/o City Treasurer, City Hall, 90 West Broad Street, Columbus, Ohio 43215, as Obligee, in the sum of Twenty Five Thousand and no/100 Dollars ($25,000.00) to be paid to said Obligee, its successors and assigns, and for the payment thereof well and truly to be made, we, the Principal and Surety, jointly and severally bind ourselves, our heirs, executors, administrators, successors, and assigns firmly by these presents. The conditions of the above obligation are such that:

WHEREAS, the above Principal has or is about to apply to said Obligee for a License / Registration as a Contractor effective upon approval and expiring at the end of the twelfth month from the date of issuance, pursuant to Chapter 33 or 41 of the Columbus City Codes, as applicable.

WHEREAS,the expiration date of this bond shall coincide with the expiration date of said License/Registration.

WHEREAS, the Principal, its agents and employees shall save the City of Columbus harmless from all loss and damage to persons or property which may be occasioned in any way, by accident or the want of care or skill on the applicant's part, in the prosecution of the work contracted, performed, pursued or attempted under such License / Registration, pursuant to Columbus City Code Chapter 33 or 41, as applicable.

NOW THEREFORE, if the License / Registration shall be issued to the Principal and the Principal, its agents and employees shall save the City of Columbus harmless from all loss and damage to persons or property of the City of Columbus and aforesaid, then this obligation shall be void; otherwise, the same shall remain in full force and effect.

IT IS FURTHER UNDERSTOOD AND AGREED that the Surety reserves the right to cancel this bond by giving thirty (30) days written notice to the Obligee c/o Director for the Department of Building and Zoning Services, 111 N Front Street, Columbus, Ohio 43215 and, upon receipt of such cancellation notice, the Surety is relieved of any further liability. The Surety will be liable for loss accruing up to the effective date of said cancellation; but, in no event will the liability to the Surety exceed $25,000.00

Signed this _____day of _____, in the year _____.

Licensee/ Registrant:

Print or Type Name: _____ Signature: _____

Surety

Print or Type Name: _____ Signature: _____

Telephone Number of attorney-in-fact: _____

Place Surety Seal Here