

# Home Improvement Contractor Application

111 N Front Street, Columbus, Ohio 43215  
Phone: 614-645-7433 • [www.columbus.gov/bzs](http://www.columbus.gov/bzs)

## **INFORMATION FOR HOME IMPROVEMENT CONTRACTOR APPLICATION:**

**Section 4114 of the Columbus Code requires the following be presented in order to apply for Board approval of a contractor license.**

- ☐ Home Improvement Contractor Application; Completed and notarized application must be submitted no later than **seven (7) days prior** to the board meeting. The tentative meeting schedule for the Board is the first Wednesday of every month.
- ☐ A copy of passing test results (score of 70% or higher) for 767 Ohio Home Improvement Contractor, must be attached to the complete license application. For testing information contact The International Code Council at (877) 783-3926 or [www.iccsage.org/certification-exam-catalog/](http://www.iccsage.org/certification-exam-catalog/). **Home Improvement Limited Contractor License applicants are not required to take the test.**

## **READ THE FOLLOWING THOROUGHLY:**

**HOW CAN YOU EXPEDITE YOUR APPLICATION?** To be sure that your application is approved by the Board without delay, you **MUST** include your hands-on experience on this application. Hands-on meaning experience you gained by physically working with your hands on a home improvement job. This does **NOT** include business ownership or hands-off supervision. The HIC Board is **ONLY** interested in seeing the experience you gained while working in the field. Applications not filled out properly or do not provide the requested information will be tabled to the following month's meeting.

- To be considered for a **Home Improvement General Contractors License** you **MUST** have at least three years of hands-on installation experience in One - , Two - , or Three Family Homes.
- To be considered for the **Home Improvement Limited Contractor License** you **MUST** have at least one full year of hands-on experience in each of the fields for which you are applying.
- See back for Columbus Building Code, Chapter 4114.505: Minimum experience qualifications for a department-issued license.

Please review all information and have your application notarized before filing for a license. If the application is not notarized or signed by a BZS Official, all documents will be returned without being processed.

Upon Board approval, the applicant will receive notification by certified mail with instructions on how to complete the remaining steps in the licensing process. Please do not come in for License processing until you have received approval notification by mail.

## **BOARD APPLICATION FEE**

Non-Refundable \$185.00 filing fee (Checks are to be made payable to Columbus City Treasurer)

Payment may be made in person or by mail to:

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

For additional information, visit us online at <https://www.columbus.gov/bzs/contractor-licensing-and-registration/Contractor-Licensing-Registration/> or call our Customer Service Center at (614) 645-6090.

<u>2023 Meeting Dates</u>	<u>Application Must Be Received by:</u>
January 4, 2023	December 28
February 1, 2023	January 25
March 1, 2023	February 22
April 5, 2023	March 29th
May 3, 2023	April 26th
June 7, 2023	May 31st
July 12, 2023	June 28th
August 2, 2023	July 26th
September 6, 2023	August 30th
October 4, 2023	September 27th
November 1, 2023	October 25th
December 6, 2023	November 29th

CHECK WEBSITE FOR POTENTIAL DATE CHANGES

<https://www.columbus.gov/bzs/boards-and-commissions/Board-of-General-and-Home-Improvement-Contractors/>

### **Columbus Building Code, Chapter 4114.505: Minimum experience qualifications for a department-issued license.**

(A) **Home Improvement General Contractor License.** The applicant for a home improvement general contractor license shall have a minimum of three (3) full years of “hands-on” installation experience in the one (1), two (2), and three (3) family home improvement field.

(B) **Home Improvement Limited Contractor License.** The applicant for a home improvement limited contractor license in the following fields of specialization shall have a minimum of one (1) full year of “hands-on” experience in that field for which a license is applied:

- (1) Residential roofing
- (2) Residential siding, windows, and doors
- (3) Residential deck installation
- (4) Residential basement waterproofing
- (5) Residential prefabricated fireplaces and wood or coal stoves
- (6) Residential masonry fireplaces
- (7) Residential fencing
- (8) Residential sidewalks and driveway approaches
- (9) Residential exterior lathing and stucco
- (10) Residential swimming pools and spas
- (11) Residential asphalt paving
- (12) Residential irrigation sprinkler
- (13) Residential gypsum board

*Each limitation requires one full year of hands-on experience. For example, if you apply for two limitations, you must have one year of experience in each field.*

(C) “Hands-on” experience shall be characterized by active personal involvement by of the applicant in the activity directly related to the type of license for which application is being made. Such active personal involvement shall have provided for the acquisition of practical experience, knowledge, and mechanical aptitude in the physical installation, operation, control, adjustment, repair, and maintenance of the specific trade or craft.

(G) Alternatively, in lieu of the above requirements of Section (A), (B), or (C) above, the applicant for any Home Improvement license may be:

- (1) A registered design professional who holds a current and valid certificate as an architect or engineer as allowed under the Ohio Revised Code and who is experienced in residential design and construction; or
- (2) A graduate architect or engineer, with at least one (1) full year’s experience as a designer or installer in the specific field of work for the type of home improvement contractor license for which application is made.

(H) **Determination of a Full Year.** A “full year” of experience, where required in sections (A), (B), (C), (G) above, shall be based on twelve (12) consecutive calendar months during which the applicant shall have been gainfully and verifiably employed for not less than sixteen hundred (1600) working hours at the specific craft, trade, or profession for which an application for a department-issued license is being made.

# Home Improvement Contractor Application

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**NOTE:** Home Improvement contractors are permitted to work on existing 1, 2, and 3 family dwellings. For application requirements for ANY license or registration, refer to Columbus Building Code, Chapter 4114.

To be sure that your application is approved by the Board without being delayed, you **MUST** include hands-on experience on this application. This does **NOT** include business ownership or hands-off supervision. The HIC Board is **ONLY** interested in learning hands-on experience gained while working in the field. *Applications not filled out properly or do not provide the requested information will be tabled to the following month.*

**Home Improvement General Contractor** (a copy of the applicant's passing test results must be attached)

**Home Improvement Limited Contractor;** Specify limitations below;

Siding, Windows, Doors	Deck Installation	Basement Waterproofing	Sidewalks & Driveway Approaches	Roofing
Swimming Pools & Spas	Asphalt Paving	Exterior Lathing & Stucco	Irrigation Sprinkler	Fencing
Masonry Fireplaces	Prefabricated fireplaces & wood or coal stoves	Gypsum Board		

I, the undersigned, hereby apply for a Home Improvement Contractor License, 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 \_\_\_\_\_

Home Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_ Home Phone Number \_\_\_\_\_

Email Address for communication related to approval of applicant's license: \_\_\_\_\_

Are you a United States citizen or national, a lawful permanent resident, or an alien authorized to work in the United States? Yes No

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

If Yes, provide the following if known: License 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 \_\_\_\_\_

## WORK HISTORY

To be considered for the **Home Improvement General Contractor** license, the applicant must have a minimum of three (3) full years of "hands-on" installation experience in the one-, two-, or three-family home improvement field.

To be considered for the **Home Improvement Limited Contractor** license, the applicant must have a minimum of one (1) year of "hands-on" experience in the field(s) for which application is being made.

**Experience must be listed in the "DESCRIPTION OF WORK EXPERIENCE" box or on an attached additional sheet or resume.**

List your present employment, then follow with any previous employment that applies. Only the employment listed will be considered in determining eligibility of the applicant (attach additional sheets and/or resume if necessary):

Check here if additional sheets are attached

FROM (MO/DAY/YR)	TITLE OF YOUR PRESENT POSITION	EMPLOYER/ORGANIZATION	BUSINESS PHONE
TO (MO/DAY/YR)	MAILING ADDRESS		
NAME AND TITLE OF IMMEDIATE SUPERVISOR		ARE YOU WORKING FOR THIS EMPLOYER NOW?	YES NO
DESCRIPTION OF WORK:		IF YES, MAY WE CONTACT THIS EMPLOYER?	YES NO
		ARE YOU THE OWNER OF THIS COMPANY?	YES NO
		IF YES, HAVE YOU WORK HANDS-ON IN THE FIELD? (MUST PROVIDE IN DESCRIPTION OF WORK)	YES NO

FROM (MO/DAY/YR)	TITLE OF YOUR PRESENT POSITION	EMPLOYER/ORGANIZATION	BUSINESS PHONE
TO (MO/DAY/YR)	MAILING ADDRESS		
NAME AND TITLE OF IMMEDIATE SUPERVISOR		ARE YOU WORKING FOR THIS EMPLOYER NOW?	YES NO
DESCRIPTION OF WORK:		IF YES, MAY WE CONTACT THIS EMPLOYER?	YES NO
		ARE YOU OR WERE YOU THE OWNER OF THIS COMPANY?	YES NO
		IF YES, HAVE YOU WORK HANDS-ON IN THE FIELD? (MUST PROVIDE IN DESCRIPTION OF WORK)	YES NO

  

FROM (MO/DAY/YR)	TITLE OF YOUR PRESENT POSITION	EMPLOYER/ORGANIZATION	BUSINESS PHONE
TO (MO/DAY/YR)	MAILING ADDRESS		
NAME AND TITLE OF IMMEDIATE SUPERVISOR		ARE YOU WORKING FOR THIS EMPLOYER NOW?	YES NO
DESCRIPTION OF WORK:		IF YES, MAY WE CONTACT THIS EMPLOYER?	YES NO
		ARE YOU OR WERE YOU THE OWNER OF THIS COMPANY?	YES NO
		IF YES, HAVE YOU WORK HANDS-ON IN THE FIELD? (MUST PROVIDE IN DESCRIPTION OF WORK)	YES NO

#### 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 licensure, and may subject me to prosecution under Ohio Revised Code Section 2921.13.

\_\_\_\_\_  
Signature of Applicant  
(sign in presence of notary or Building & Zoning Svcs. 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 Svcs. Official

\_\_\_\_\_  
My Commission Expires

#### OFFICIAL USE ONLY

Board Action for Certification: ☐ Approved ☐ Disapproved ☐ Tabled ☐ Rejected for Eligibility ☐ Void Due to Time Limit

Board Member Initials: YES \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

NO \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

Signature of Board Chairman: \_\_\_\_\_ Review Date: \_\_\_\_\_

By (Secretary): \_\_\_\_\_ Date: \_\_\_\_\_