

November 14, 2022

Re: City of Piqua - Contractor Registration Information

To Whom It May Concern:

The City of Piqua Code of Ordinances section 150.002 requires all contractors who perform or contract to provide plumbing, hydronic, electrical, heating, ventilation, air conditioning, or refrigeration services as described by Ohio Revised Code (ORC) Chapter 4740 to obtain a certificate of registration from the City of Piqua described below.

To obtain a certificate of registration please submit the following for each trade for which you will be performing or contracting to provide services.

- State of Ohio specialty contractor license according to ORC chapter 4740
- Certificate of Insurance required by ORC 4740.06(B)(4)
- Certificate of Ohio Workers' Compensation per ORC 4121 and 4123
- An original surety bond in the amount of \$3,000 to City of Piqua
- Payment of \$100 for master tradesmen and \$25 for each journeyman performing work under the supervision of the master tradesman
- A signed application affirming no delinquent local taxes and compliance with all applicable laws, ordinances, and regulations

Please submit the required documents to the email addresses below. This may also be submitted through the Development page on our website, by mail, or delivered in person to this office.

Bethany Harp - bharp@piquaoh.gov
Melissa Clune - mclune@piquaoh.gov

Truly yours,



Chris Schmiesing
Development Director

CONTRACTOR REGISTRATION APPLICATION

SUBMITTAL REQUIREMENT CHECKLIST

<input type="checkbox"/> Application	<input type="checkbox"/> Certificate of Insurance	<input type="checkbox"/> Surety Bond	<input type="checkbox"/> OH State Contractor License (if applicable)	<input type="checkbox"/> Payment
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BUSINESS INFORMATION

Business Name: _____

Address: _____

City, State, Zip Code: _____

Phone Number: _____ Email: _____

TRADESMEN (attach additional sheet if necessary)

Name	Master or Journeyman	State of Ohio License #	Trade (E, P, HVAC)*	Commercial or Residential ONLY	Fee

*** E = Electric**

P = Plumbing

HVAC = Heating, Ventilation and Air Conditioning

Fees: \$100 Master per Trade

\$25 Journeyman per Trade

Total: _____

State of Ohio Licensure is required to do Commercial work.

I agree to comply with all laws, ordinances, resolutions, and public regulations relating to my occupation as a specialty contractor doing business in the City of Piqua, Ohio. I further affirm that no delinquent local taxes are owed.

Signature

Date

TRADESMEN CONTINUED (If applicable)					
Name	Master or Journeyman	State of Ohio License #	Trade (E, P, HVAC)*	Commercial or Residential ONLY	Fee

CONTRACTOR REGISTRATION REQUIREMENTS

Please submit required documents to the email addresses below.

Bethany Harp – bharp@piquaoh.gov

Melissa Clune – mclune@piquaoh.gov

Payment and documents may also be submitted via mail or delivered in person to this office.

City of Piqua Development Department
201 W. Water Street
Piqua, OH 45356

Payment by Credit Card: https://swipesimple.com/links/lnk_b5f8e6e9

CONTACT INFORMATION

Document	Details
Application	Listing all tradesman
Current Certificate of Insurance	City of Piqua listed as Policy holder
Original Surety Bond	\$3,000
OH State Contractor License	Commercial <u>Only</u>
Payment	\$100 – Per Master <u>There must be one Master per trade</u> \$25 – Per Journeyman

§ 150.002 REGISTRATION REQUIRED.

(A) Except as otherwise provided, no person, firm or corporation shall undertake, offer, perform, or contract to provide plumbing, hydronic, electrical, heating, ventilation, air conditioning, or refrigeration services as described by R.C. Chapter 4740, without first having obtained an appropriate certificate of registration from the city in the manner specified herein.

(B) The city shall issue to an applicant a certificate of registration indicating the trade in which the applicant is authorized to perform work as a master tradesman, if the applicant provides payment of \$100 and proof of the following:

- (1) Receipt of a State of Ohio specialty contractor license issued pursuant to R.C. Chapter 4740.
- (2) Insurance required by R.C. § 4740.06(B)(4).
- (3) Compliance with R.C. Chapters 4121 and 4123.
- (4) A bond in the amount of \$3,000.
- (5) An affidavit stating no local tax payments owed by the applicant are delinquent.

(C) The city shall issue to a master tradesman a certificate of registration indicating persons who may perform work as a journeyman under the supervision of the master tradesman in a trade the master tradesman is registered, if the master tradesman provides payment of \$25 for each person to be registered as a journeyman.

(D) The provisions of this subchapter shall not apply to federal, state or local governments, their departments, officers, agents, or employees while acting in their official capacity; nor shall the provisions of this subchapter apply to work performed on any manufactured equipment during its manufacture or testing; nor shall the provisions of this subchapter apply to any person installing, repairing, altering or adding to a system (in compliance with all applicable state and city regulations) of a detached one, two or three-family dwelling or any structure incidental to those dwellings, when the dwelling or structure is owned by him or her, and providing that all work will be performed by himself, herself or members of his or her immediate family.

(E) In the event of a violation of this chapter, the City Manager or a duly appointed representative shall be empowered to revoke the violator's certificate of registration previously granted. The involved licensee shall have the right of appearing before the City Manager or his or her duly appointed representative in his or her own behalf before his or her registration is revoked. He or she shall be duly notified by the City Manager or his or her duly appointed representative of the time and place of hearing on revocation. No application of a contractor whose registration has been revoked by the City Manager or a duly appointed representative shall be entertained until after the expiration of six months following the revocation.

(Ord. 8-06, passed 5-1-06)