



**City of Kent**  
**Building Services Division**  
**Contractor Registration**  
 (Trades Not Subject to State Licensing Standards)

**Select the contractor classifications:**

General      Excavator/Earth Moving      Fence      Sign      Roofer  
 Demolition      Concrete/Asphalt      Masonry      Fireplace  
 Underground Utilities      Other \_\_\_\_\_

**Required information to be submitted with this application:**

Certificate of liability insurance with coverage limits of not less than one million dollars (\$1,000,000) per occurrence for personal bodily injury and property damage.  
 Copy of unexpired Worker' Compensation certificate.

**Fee Schedule**

**Fee Due**

Initial Registration----- \$100.00 \_\_\_\_\_  
 Renewal Fee with prior year registration if received by 3/31 ----- \$50.00 \_\_\_\_\_

It shall be the duty of any contractor working within the City of Kent to comply with all State of Ohio laws and applicable local ordinances pertaining to the regulations of any activity(s) in which he/she is engaged, including but not limited to:

- Securing all required permits prior to initiating any work.
- Calling to schedule inspections a minimum of 24 hours prior to the requested inspection time and ensuring that all work is completed by the time the inspection is requested.
- Coordinating with the owner to arrange access to the site and/or premises to ensure inspections can be completed by the appropriate City of Kent representative at the scheduled time.
- Achieve at minimum the standards provided by the City for specific work.

Any contractor who violates any provision of Chapter 1308 of the City of Kent Codified Ordinance shall be subject to the following penalties:

- First violation is a written citation that carries a \$250.00 fine.
- Second violation carries a \$500 fine and the contractor will be ineligible to register/perform work within the City of Kent for a period of one (1) year from the date of the violation.

Name: \_\_\_\_\_

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

Business Street: \_\_\_\_\_

Business City, State, & Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

***Check if information has changed since your last registration***

*I hereby certify that my work, or work performed by my employee(s) or subcontractor(s), which is undertaken pursuant to the issued registration, shall be of workmanlike quality and will comply with all ordinances set forth by the City of Kent and the laws of the State of Ohio.*

Authorized Signature

Printed as signed

Date