



**City of Kent
Building Services Division
Contractor License Registration**

Please include a copy of the current State License, Certificate of Liability Insurance, and Workers' Compensation:

<u>Trade</u>	<u>State License #</u>	<u>Expiration Date</u>
<input type="checkbox"/> Electrical	_____	_____
<input type="checkbox"/> Plumbing	_____	_____
<input type="checkbox"/> Hydronics*	_____	_____
<input type="checkbox"/> HVAC	_____	_____
<input type="checkbox"/> Refrigeration*	_____	_____
<input type="checkbox"/> Fire Suppression Installer	_____	_____
<input type="checkbox"/> Fire Alarm Installer	_____	_____

* Please note there is no additional charge for Refrigeration or Hydronics when obtaining an HVAC or plumbing Registration.

Fee Schedule

Fee Due

Initial Registration -----	\$100.00 per trade	_____
Renewal Fee with prior year registration if received by 3/31 * -----	\$50.00 per trade	_____
Total Due:		_____

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 State of Ohio 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 of State Certification Holder: _____

Business Name: _____

Business Street: _____

Business City, State, & Zip: _____

Phone: _____ Fax: _____ Cell: _____ Email: _____

Check if information has changed since your last registration

State Certification Holder's Signature

Printed as signed

Date