



# City of Seven Hills, Ohio

7325 SUMMITVIEW DRIVE - SEVEN HILLS, OHIO 44131 - PHONE 216.524.4427 - FAX 216.525.6283

## CONTRACTOR REGISTRATION INFORMATION FOR 2012

Applications for registration must include the following:

- **Early registration fee is \$75 (11/1/11-1/31/2012).**
- **Fee to register after 2/1/12 is \$100 annually.** Applications must be completed in full.
- All applications must include a **2012 original signed and sealed** contractor's bond with Power of Attorney. (form furnished by the City in the amount of \$10,000)
- All applications must include Certificate of Liability insurance with a minimum of \$100,000/\$300,000 bodily injury and \$50,000 property damage. The City of Seven Hills shall be named as a **certificate holder** and be named as **additionally insured.**
- Attach a copy of the **State of Ohio Contractor's License** associated with your operation.

Contractors will be registered in **one** of these **six (6) categories, General, Plumbing, HVAC, Electrical, Low Voltage or Fire Suppression/Sprinkler. These are the only categories we will accept.** (i.e. Landscaping, Concrete or Cement, Roofing/Siding Contractors, etc. are to be registered as **General Contractors.**) In cases where the nature of a contractor's work does not traditionally fit into the above categories the Building Dept. will make the designation. General Contractors will be asked to list a specialty craft.

The Building Department will be enforcing the **posting of permits.** Failure to display permit may result in inspection not being performed and fines. In addition, **all required inspections must be requested and finalized or future permits will be delayed.**

We now accept Visa, MasterCard, and Debit cards along with checks, cash or money orders for payments of Permits and Fees.

Our fax number is as follows: 216.525.6283 and email: **[Building@sevenhillsohio.org](mailto:Building@sevenhillsohio.org)**

Our counter is open Mon-Fri 8:00am- 4:30pm.

**Downloadable Forms** are available online @ **[www.sevenhillsohio.org](http://www.sevenhillsohio.org)**

Building Commissioner, Mark Moro

Secretary, Jayne Anastasakis  
Clerk, Tricia Jakubowski

Inspectors:

Frank Zeleznikar, Electrical, HVAC, Structural

George Salata, HVAC, Plumbing, Structural

**"WE ARE OPEN FOR BUSINESS"**