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## INFORMATION FOR GENERAL CONTRACTOR APPLICATION:

**Section 4114 of the Columbus Code requires the following be presented in order to secure a contractor registration.**

- General Contractor Application; completed and signed by the person chosen to be the responsible party for the company registration. This application must be notarized.
- A Bond in the amount of \$25,000. The enclosed bond form must be used. Specific information for bond completion may be found on the enclosed bond information sheet.
- A Certificate of Liability Insurance listing City of Columbus, Department of Building & Zoning Services, 111 N Front Street, Columbus, Ohio 43215, as a certificate holder, written by an insurance company licensed to do business in the State of Ohio, with the limits of liability no less than three hundred thousand dollars (\$300,000) for damages to a single person, and five hundred thousand dollars (\$500,000) for one (1) occurrence.

**NOTE:**

Individual name, and company name if applicable, must be listed identically on all documents. Please review all information and have your application notarized before filing for a license. If the application is not notarized, all documents will be returned without being processed.

**REGISTRATION FEE**

Non-refundable \$300.00 registration fee. **If paying by check, make check payable to Columbus City Treasurer.**

Application may be submitted to:

BZSLicensing@Columbus.gov (you will receive an email containing a link to pay the fee online)

-OR-

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

For additional information, contact the Customer Service Center at [bzslicensing@columbus.gov](mailto:bzslicensing@columbus.gov) or (614) 645-7433 or visit us online at [www.columbus.gov/bzs](http://www.columbus.gov/bzs).

# General Contractor Application

111 N Front Street, Columbus, Ohio 43215  
Phone: 614-645-7433 • Email: bzslicensing@columbus.gov • www.bzs.columbus.gov

**ALL FEES ARE NON-REFUNDABLE • Make checks payable to the Columbus City Treasurer**

Date \_\_\_\_\_

**NOTE:** For application requirements for ANY license or registration, refer to Columbus Building Code, Chapter 4114.

## **PART I: QUALIFICATION CERTIFICATE HOLDER INFORMATION**

I, the undersigned, hereby apply for a Contractor Registration, 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 notification of permits issued under applicant's registration: \_\_\_\_\_

Email Address for communication related to issuance of applicant's registration: \_\_\_\_\_

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

If YES, provide the following if known: Registration 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 \_\_\_\_\_

## **PART II: ASSIGNMENT OF REGISTRATION TO BUSINESS CONCERN**

By completing this section, the applicant confirms his/her association with the business concern as a legal full-time officer, proprietor, partner, or employee. The applicant will be actively engaged in and perform work only for the business concern listed below.

Business Name \_\_\_\_\_ Phone Number/Ext \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

## **PART III: 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 registration, and may subject me to prosecution under Ohio Revised Code Section 2921.13.

Signature of Applicant \_\_\_\_\_ Print/Type Name \_\_\_\_\_ Date \_\_\_\_\_  
(sign in presence of notary or Building & Zoning Services Official)

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 Services Official \_\_\_\_\_ My Commission Expires \_\_\_\_\_

**Incomplete information will result in the rejection of this submittal.**