
INFORMATION FOR OCILB CONTRACTOR APPLICATION:

The following information pertains to registrations issued to:

- Electrical Contractor
- Plumbing Contractor
- Warm Air Heating/HVAC Contractor
- Refrigeration Contractor
- Steam & Hot Water/Hydronics Contractor

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

- Ohio Construction Industry Licensing Board Qualification License Holder Contractor Application; completed and signed by the OCILB License holder. 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 Current State OCILB License; All Ohio Construction Industry Licensing Board (OCILB) license holders must submit a copy of their license that verifies they are licensed through the State of Ohio. A Columbus registration will be issued in the name of the business entity as it appears on the Qualification License.

NOTE:

Individual name and company name must be listed identically on all documents. Please review all information and have your application notarized before filing for a registration. 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 or (614) 645-7433 or visit us online at www.columbus.gov/bzs.

Ohio Construction Industry Licensing Board *Official Use Only*

Qualification License Holder Contractor Application

111 N Front Street, Columbus, Ohio 43215

Phone: 614-645-7433 • bzslicensing@columbus.gov • www.bzs.columbus.gov

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

Type of Registration:

Date _____

Electrical Plumbing Refrigeration Steam & Hot Water/Hydronics Warm Air Heating/HVAC

NOTE: Attach a copy of State OCILB License for each trade requested. For application requirements for ANY license, refer to Columbus Building Code, Chapter 4114.

PART I: QUALIFICATION CERTIFICATE HOLDER INFORMATION

I, the undersigned, an Ohio Construction Industry Licensing Board Qualification License Holder, confirm that I am associated with the following business concern as a legal full-time officer, proprietor, partner, or employee. I will be actively engaged in and perform work only for the business concern listed below. I hereby apply for the selected Contractor Registration(s), 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 _____

Business Name _____

Business Address _____ City, State, Zip _____

Home Address _____ City, State, Zip _____

Business Telephone Number/Ext. _____ Home Telephone 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: 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.