

City of Berea
11 Berea Commons
Berea OH 44017

Building Dept.
440-826-5812
Fax: 440-826-4800

2016

Please make sure all information is filled in!

Company Name: _____ () Corporation
 Address: _____ () Co-Partnership
 City, State, Zip: _____ () Proprietorship
 Telephone No.: _____ Contact Person: _____
 Federal ID No.: _____
 Social Security No.: _____

 Signature of Applicant

- () Building () Plumbing () Electrical
 () Mechanical (HVAC) () Fire Equipment Installer
 () Other (Indicate trade) _____

Currently registered in the following City (Cities) _____

Do you have Workmen's Comp? ____ Yes ____ No

INSURANCE INFORMATION:

Name of Insurance Agent: _____

Address: _____ City, State and Zip: _____

Telephone No.: _____

FOR EACH TYPE OF REGISTRATION REQUESTED:

- SEPARATE APPLICATION.
- SEPARATE CERTIFICATE OF INSURANCE NAMING THE CITY OF BEREA AS ADDITIONAL INSURED.
- \$125.00 FEE.
- COPY OF STATE LICENSE FOR PERSONS WISHING TO DO *ELECTRICAL, HYDRONICS, AND REFRIGERATION, HVAC AND PLUMBING.*

CITY OF BEREA

RE: Contractor's Registration - 2016

- Annual Fee \$125.00 per application.
- Completed Regional Income Tax Agency (R.I.T.A.) Business Registration Form 48
- No bond is required.
- Certificate of Insurance required naming the City of Berea as additional insured.
- Separate application, Certificate of Insurance, and fee(s) are required for each type of registration requested.
- Certificate of Insurance, fee(s), and application must be presented by the Contractor at time of application request.
- NO PERMITS WILL BE ISSUED UNTIL ALL PAPERWORK AND FEE(S) FOR REGISTRATION HAVE BEEN RECEIVED.
- **Copy of State License** for contractors wishing to do electrical, hydronics and refrigeration, HVAC and plumbing.
- Questions for the Building Department, please contact the CITY OF BEREA Building Department: 440 / 826-5812.

PLEASE NOTE:

In order to expedite your 2016 Contractor's Registration in a timely fashion, we ask that you please enclose a self-addressed stamped envelope along with your check payable to the City of Berea and registration form.