

**CHAPTER 1373**  
**Registration of Contractors**

<b>1373.01</b>	<b>Registration required.</b>	<b>1373.07</b>	<b>Expiration and renewals.</b>
<b>1373.02</b>	<b>Eligibility for certificates of licenses and registration.</b>	<b>1373.08</b>	<b>Revocation and suspension of registration.</b>
<b>1373.03</b>	<b>Firms or corporations installing work.</b>	<b>1373.09</b>	<b>Appeals, fee, and deposit required for consultants.</b>
<b>1373.04</b>	<b>Bond.</b>	<b>1373.10</b>	<b>Permits issued only to registered contractors.</b>
<b>1373.05</b>	<b>Insurance.</b>	<b>1373.11</b>	<b>Homeowner's exception.</b>
<b>1373.06</b>	<b>Fees.</b>	<b>1373.99</b>	<b>Violations and penalties.</b>

**CROSS REFERENCES**

Permits, fees and deposits - see BLDG. Ch. 1331

**1373.01 REGISTRATION REQUIRED.**

(a) No person, firm or corporation shall engage in the business or act in the capacity of a contractor, as herein defined, except pursuant to a certificate of registration issued in conformity with the provisions of this chapter by the Building and Zoning Inspector, unless such person, firm or corporation is particularly exempted by the provisions of this chapter.

(b) All persons, prior to engaging in or being employed as responsible for the installation, replacement, and/or construction within the City, including but not limited to any of the following, shall obtain the required certificate of registration:

- (1) General Contractors.
- (2) Electrical Contractors.
- (3) Plumbing Contractors (includes gas piping).
- (4) Heating, Ventilating and Air Conditioning Contractors.
- (5) Excavating Contractors.

(c) The term "contractor", for the purposes of this section, means any individual, firm, corporation, partnership, association or other organization or any combination thereof, who or which, by himself or by itself, or by or through others, constructs, alters, repairs, adds to, subtracts from, demolishes, reconstructs or remodels any building, structure or appurtenance thereto, or who or which submit a bid to do so. The term contractor includes the subcontractor and also a special contractor whose operations, as such, are the performance of construction work requiring special skill and whose principal contracting business involves the use of specialized building trades or crafts.

(d) Every applicant for registration of licensing shall make written application therefore, on forms furnished by the Building Department. Signatures of applicants for registration shall be notarized. (Ord. 2003-10. Passed 3-13-03.)

#### **1373.02 ELIGIBILITY FOR CERTIFICATES OF LICENSES AND REGISTRATION.**

No applicant shall be registered as an Electrical, Plumbing, or HVAC contractor under the provisions of this chapter unless the applicant is the holder of a current certificate from the Ohio Construction Industry Examining Board or an equivalent certificate or license from a County in the State of Ohio, the City of Cleveland, or any other Municipality in the State of Ohio requiring written examination, and applicant submits proof of such certificate or license. (Ord. 2003-10. Passed 3-13-03.)

#### **1373.03 FIRMS OR CORPORATIONS INSTALLING WORK.**

No firm or corporation shall engage in the business of making installations for which registration is required by this Building Code, unless at least one responsible member, officer or employee of such firm or corporation has been registered by the City to make such installations. All work performed by such firm or corporation shall be under direct supervision of the registered person. Revocation or suspension of the registration of such person shall prohibit the right of such firm or corporation to engage in the business authorized by such license. (Ord. 2003-10. Passed 3-13-03.)

#### **1373.04 BOND.**

The Mayor, as Chief Executive of the Municipality shall be responsible for the establishment, enforcement and collection of bonds that are required to be furnished upon approval of a contractor's application. (Ord. 2005-99. Passed 8-29-05.)

#### **1373.05 INSURANCE.**

Every applicant for registration shall, upon approval of the application, furnish evidence of liability insurance for bodily injury in the amount of one hundred thousand dollars/three hundred thousand dollars (\$100,000/\$300,000), and for property damage in the amount of fifty thousand dollars (\$50,000). (Ord. 2003-10. Passed 3-13-03.)

#### **1373.06 FEES.**

(a) The Mayor, as Chief Executive of the Municipality shall be responsible for the establishment, enforcement and collection of all Building Department fees associated with registration of contractors. (Ord. 2005-99. Passed 8-29-05.)

(b) Fees shall be payable with the application for a registration certificate. An application shall not be deemed accepted until the authority having jurisdiction has examined such application and determined that the applicant is qualified pursuant to this chapter, and possesses the experience, training, and education required for the certificate in question. (Ord. 2003-10. Passed 3-13-03.)

**1373.07 EXPIRATION AND RENEWALS.**

All registration certificates shall expire on December 31 in the year in which such certificate of registration was issued and shall be renewed within thirty days after the expiration of the existing registration. If such registration is not renewed for the ensuing year within thirty days after the expiration date, the fee for such registration thereafter shall be as for a new registration. (Ord. 2003-10. Passed 3-13-03.)

**1373.08 REVOCATION AND SUSPENSION OF REGISTRATION.**

(a) A certificate of registration may be suspended by the Building and Zoning Inspector for a prescribed period not to exceed ninety days whenever he has determined that the holder thereof:

- (1) Has not performed the duties required of him by the Building and Zoning Codes or by the decisions of the Board of Building and Zoning Appeals; or
- (2) Has been lax, incompetent, negligent or derelict in the performance of work or furnishing of services authorized by such certificate; or
- (3) Has violated or participated in the violation of any provision of the Building and Zoning Codes or decisions of the Board of Building and Zoning Appeals.

(b) Either the holder of a suspended certificate of registration, or the Building and Zoning Inspector, may request a public hearing as provided in Section 1373.09 below relative to cause for such suspension.

(c) A certificate of registration may be revoked by the Building and Zoning Inspector if, at the conclusion of the ninety day suspension, the holder of the suspended license or certificate has failed to comply with the steps necessary to reinstate such certificate. The holder of a revoked certificate may appeal the Building and Zoning Inspector ruling before the Board of Building and Zoning Appeals. (Ord. 2003-10. Passed 3-13-03.)

**1373.09 APPEALS, FEE, AND DEPOSIT REQUIRED FOR CONSULTANTS.**

(a) Any revocation or suspension or refusal to issue or renew certificate of registration or any other action or determination by an administrative officer under the provisions of this chapter may be appealed to the Board of Building and Zoning Appeals as provided for in Chapter 1117 provided that notice is given only by publication in a newspaper of general circulation in the county and only by certified mail to the person registered or to be registered, the property owner and the general contractor.

(b) The Mayor, as Chief Executive of the Municipality shall be responsible for the establishment, enforcement and collection of all Board of Building & Zoning Appeals fees and deposits required for consultants. (Ord. 2005-99. Passed 8-29-05.)

**1373.10 PERMITS ISSUED ONLY TO REGISTERED CONTRACTORS.**

No permit (Building, Electrical, Plumbing, HVAC or Zoning) required by the provisions of the ordinances of the City shall be issued for work to be undertaken by any contractor except to a registered contractor.  
(Ord. 2003-10. Passed 3-13-03.)

**1373.11 HOMEOWNER EXCEPTION.**

(a) No provision of this Chapter or any regulation adopted by authority of this Chapter shall be interpreted to require a property owner of an existing one or two family dwelling to be registered personally to perform work upon the premises for any general work. All such work shall be done by such owner and may be done with the assistance of any member of his family, household, or friend who shall receive no monetary compensation. All such work shall be done in conformity with the provisions of the Building and Zoning Codes of the City, rules and variances promulgated thereunder, and no work shall be done unless all permits, inspections, and approvals required by the Building and Zoning Codes are secured.

(b) In the event that work is found to have been started by any contractors or subcontractors under a homeowner exemption permit, the work shall be stopped until the contractor obtains his own permit.

(c) A homeowner is not required to be bonded per Section 1373.04.  
(Ord. 2003-10. Passed 3-13-03.)

**1373.99 VIOLATIONS AND PENALTIES.**

(a) Any person, firm or corporation other than the homeowner who performs or authorizes the performance of any work in the City without first obtaining a certificate of registration and the appropriate permits, shall be guilty of a misdemeanor of the third degree. Such person, firm or corporation shall be deemed guilty of a separate offense for each and every day or portion thereof during which any violation of any of the provisions of this code is committed, continued or permitted.

(b) Any person, firm or corporation who performs or authorizes the performance of any work in the City after having his application for registration refused or after having his certificate of registration revoked shall be guilty of a misdemeanor of the second degree. Such person, firm or corporation shall be deemed guilty of a separate offense for each and every day or portion thereof during which any violation of any of the provisions of this code is committed, continued or permitted.  
(Ord. 2003-10. Passed 3-13-03.)