

**CITY OF GAHANNA**  
**DIVISION OF BUILDING AND ZONING**  
**CONTRACTOR LICENSING/REGISTRATION**

Application for home improvement, fence erector, electrical, HVAC and sign erector contractor's registration/license, City of Gahanna Codified Ordinance Chapter 1311.00

Date \_\_\_\_\_

Business/Contractor Name \_\_\_\_\_

I hereby apply to the Gahanna Division of Building and Planning/ Zoning and agree to conform to and abide by all the rules and regulations of the City of Gahanna Building Code and Chapter 1311.00 of the Codified Ordinances.

New                       Renewal

Registration/License for: (Please Check Box Below)

Home Improvement:	HVAC:	Fence Erector:
Plumbing:	Electrical:	Sign Erector:

**Business Name** \_\_\_\_\_

**Business Address** \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

**Contractor's Name** (if different from above) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone(\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

**Surety Bond Company** \_\_\_\_\_

Bond Number \_\_\_\_\_ Amount \_\_\_\_\_

**Insurance Company (Liability Insurance)** \_\_\_\_\_

Policy Number \_\_\_\_\_ Amount \_\_\_\_\_ Expiration Date \_\_\_\_\_

List State of Ohio license or other municipal license or registration and number issued to you:

Municipality/State of Ohio	Type of License/Registration	License Number	Expiration Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## CONTRACTOR'S LICENSING/REGISTRATION REQUIREMENTS

New & Renewal <b>*Home Improvement Contractor</b>	Obtain and maintain at all times a bond of not less than \$5000.00 with good and sufficient surety to the approval of the building inspector. (BOND MUST END ON 31 DECEMBER OF CALENDAR YEAR)
New & Renewal <b>Fence Erector Contractor</b>	Obtain and maintain at all times a bond of not less than \$500.00 with good and sufficient surety to the approval of the building inspector. (BOND MUST END ON 31 DECEMBER OF CALENDAR YEAR)
New & Renewal <b>Residential Mechanical Contractor</b>	No bond is required for electrical, plumbing, HVAC or sign erector. (If you perform any work on a commercial project, we would need a copy of your state license).
<b>Commercial Mechanical Contractor</b>	No bond is required but we will need a copy of your current state license.
New	Seven days processing period is necessary for all new applications. Renewals processed upon submission of application.
Liability Insurance	A Certificate of Insurance showing current liability in the amount of \$100,000/\$300,000. <b><u>Expiration date</u></b> of liability must show on copy. The City of Gahanna must be shown as the "Certificate Holder".

\*AT THE PRESENT TIME, THE CITY OF GAHANNA DOES NOT REQUIRE ROOFING/SIDING CONTRACTORS TO BE REGISTERED. YOU MAY VOLUNTARILY REGISTER WITH GAHANNA AND IN DOING SO, WOULD BE REQUIRED TO PROVIDE THE SAME INFORMATION AS HOME IMPROVEMENT CONTRACTORS. (SEE REQUIREMENTS ABOVE)

**LICENSING/REGISTRATION FEES:**

<b>FENCE ERECTOR</b>	<b>\$50.00</b>
<b>SIGN ERECTOR</b>	<b>\$50.00</b>
<b>HOME IMPROVEMENT*</b>	<b>\$50.00</b>
<b>ELECTRICAL</b>	<b>\$50.00</b>
<b>PLUMBING</b>	<b>\$50.00</b>
<b>HVAC</b>	<b>\$50.00</b>

**\*Roofing/Siding contractors are not required to obtain a license/registration with the City of Gahanna. At the present time, it is voluntary.**