



**Village of Baltimore**  
 103 W. Market St., Baltimore OH 43105  
**Contractor Registration Application**  
 email: [twise@baltimoreohio.org](mailto:twise@baltimoreohio.org)

Phone: 740-862-4491  
 Fax: 740-862-4368

Application date \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Company Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail \_\_\_\_\_ Applicant 18 yrs or older Yes No

Business Type (check one)      Individual      Sole Proprietorship      Partnership  
    Corporation      Other \_\_\_\_\_

Insurance Co. & Agency \_\_\_\_\_

Insurance Co. Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Expiration Date of Policy \_\_\_\_\_

Type of Registration      General      HVAC      Plumbing      Electrical  
    Water/sewer line installation      Other \_\_\_\_\_

**Note:** A current copy of liability insurance, certificate of Workers' Compensation and state license, if applicable, must be submitted and kept on file at the Business Office of the Village of Baltimore, or registration is void. (This is the responsibility of the Contractor).

This registration form, along with the payment of a fifty (\$50.00) dollar registration fee must be received at this office by January 31st of each year to remain active. The fee may be paid by credit card by calling the Village Office. A 3% courtesy fee will be charged on all credit card payments.

**REVOCATION OF REGISTRATION CERTIFICATE**

Upon written complaint of any person, the Village Administrator or their designee will investigate the complaint, and may recommend to the Safety Committee of Council to revoke, modify or suspend any registration certificate issued pursuant to the provisions of this chapter. This includes acts or omissions of the holder of any such certificate; conversion of property or funds belonging to another, failure to complete any contract or work undertaken under this registration, unreasonable delay in the completion of work performed, use of unapproved or fraudulent material, involuntary petition of bankruptcy by registration certificate holder, or unauthorized departure from plans or specifications agreed to by certificate holder and owner. The Safety Committee shall then make a final determination as to the action to be taken. The Village Administrator or their designee will notify the contractor of the action taken by the committee. However, no registration certificate shall be revoked without at least fifteen (15) days advance written notice by the Village Administrator or their designee to the registration certificate holder and allowance of appeal submitted in writing stating the reason for the appeal. Appeal is to be filed with the Village Administrator or their designee within ten (10) days of receipt of notice of revocation.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

## PENALTY

Any person who shall fail to comply with any of the provisions of this code shall be deemed guilty of a misdemeanor, and upon conviction, fined not more than five hundred (\$500.00) dollars.

## CONTRACTORS REQUIRING REGISTRATION

- 1. Electrical Contractor:** Any person who is engaged in the business, or who pursuant to written or oral agreement with another person, undertakes any electrical work or portion involving that particular trade, art or craft.
- 2. Mechanical Contractor:** Any person who is engaged in the business, or who pursuant to written or oral agreement with another person, undertakes any heating and air conditioning work or portion involving that particular trade, art or craft.
- 3. Plumbing Contractor:** Any person who is engaged in the business, or who pursuant to written or oral agreement with another person, undertakes any plumbing work or portion involving that particular trade, art or craft.
- 4. General Contractor:** Any person who is engaged in the business, or who pursuant to written or oral agreement with another person, acts as a general contractor or project manager or portion involving that particular trade, art or craft.
- 5. Water/Sewer Line Installer:** Any person who is engaged in the business, or who pursuant to written or oral agreement with another person, undertakes and water and/or sewer line installation work or portion involving that particular trade, art or craft.

## EXEMPTIONS

The following are not required to be registered:

- A.** The property owner or resident who performs the work him or herself.
- B.** Work done or caused to be done by the United States of America, the State of Ohio, or any agency or subdivision.

## REGISTRATION PROCEDURES

Upon receipt of a Contractor Registration Application and other required documents, the Village Administrator or their designee may issue a registration certificate in accordance with regulations established by the Village of Baltimore. However, it shall not be mandatory that a registration certificate be issued should it be established that the applicant in question has been guilty of any of the acts or practices for which registration certificate could be revoked as set forth.

***All registration certificates shall expire on the 31st day of December of the year issued. No registration fee shall be refunded for any cause whatsoever.***

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No registration certificates shall be issued or continue in effect unless the applicant shall give evidence that the following items are valid and remain in effect during the duration of the registration certificate:

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- A.** The prepayment of a fifty (\$50.00) dollar registration *or* renewal fee to the Village of Baltimore.
- B.** A current certificate of liability insurance with minimum coverage of \$100,000.00/\$300,000.00 bodily injury and \$50,000.00 property damage.
- C.** A current Certificate of Workers' Compensation, when applicant employs one (1) or more people.
- D.** Applicant must be eighteen (18) years of age or older.
- E.** A copy of a state license for electric, plumbing, heating and/or cooling registration for commercial projects.

## **Contractor Taxpayer Registration**

Please **PRINT** all requested information. The information reported on this form will be used to establish your taxpayer account with the Regional Income Tax Authority and will be held in strict confidence. Please return completed, signed form to: Village of Baltimore, 103 W. Market St., Baltimore, OH 43105

### **MANDATORY FILING REQUIREMENT**

***All Contractors doing business in the Village of Baltimore are required to file a Baltimore Income Tax Return each year, regardless of income. Tax is due on all income earned while working within the Village of Baltimore.***

### **BUSINESS INFORMATION**

Type of Organization:      Corporation      Partnership      Non-Profit      Limited Liability Co.      Other \_\_\_\_\_

\_\_\_\_\_ Federal Tax ID or Social Security #:

\_\_\_\_\_ Phone

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

\_\_\_\_\_ Address

\_\_\_\_\_ City                                  State                                  Zip

\_\_\_\_\_ Mailing address (if different)

\_\_\_\_\_ City                                  State                                  Zip

Date you began operation in Baltimore, or began withholding for a Baltimore resident: \_\_\_\_\_

**We have no employees working in Baltimore. We are withholding as a courtesy for employees who live in Baltimore.**

\_\_\_\_\_ Fiscal Year End

\_\_\_\_\_ Nature of Business

\_\_\_\_\_ If Partnership, list Social Security #, Name and Address of partners

\_\_\_\_\_

\_\_\_\_\_ Printed Name of person completing form

\_\_\_\_\_ Phone

\_\_\_\_\_ Signature

\_\_\_\_\_ Date