

# City of Willard



## CODE ENFORCEMENT

631 MYRTLE AVE • P. O. BOX 367 • WILLARD, OH 44890-0367  
PHONE 419-935-6555 • WILLARDOHIO.GOV

### RE: CONTRACTOR REGISTRATION

Dear Contractors:

The City of Willard requires anyone who does residential or commercial construction work inside the City Limits to be registered with the City. This includes General Contractors. In addition, Contractors who engage in plumbing, electrical, heating, ventilating, air conditioning, or refrigeration work are required to have a City License.

If you are registering for the first time, please fill out the attached form and return it to our office. You will need to include a check for \$50.00 for registration and \$15.00 for each license that you are obtaining. General contracting does not require the \$15.00 license fee. If you are currently registered and wish to renew, please fill out the attached form and return it with a check for \$10.00 for the registration renewal and \$15.00 per license that you currently hold (once again General Contractors do not pay the \$15.00 for the license fee). Contractors wishing to renew their license shall do so by January 1<sup>st</sup> of each year. Failure to renew by January 31<sup>st</sup> will result in a loss of license.

Along with the form and payment, please include a copy of your liability insurance (in the amount of \$50,000 or the cost of your largest project) and a copy of your Workers Compensation Certificate (if applicable).

As far as Zoning inspections, please notify us in 48 hours in advance if possible. We will try to honor same day or next day requests when we are able. All commercial permits and inspections go through SafeBuilt. They can be reached at (419) 668-3092 x 1940.

We hope this year is rewarding to you and your business, and that together we can help our community grow and prosper. Thank you for your assistance and cooperation. If you have any questions or concerns, please give us a call at 419.935.6555.

Respectfully,

Ryan Gillmor  
Code Enforcement Officer

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631 S. MYRTLE AVE, PO BOX 367  
 WILLARD, OH 44890  
 PH: 419 935-6555 FX: 419 933-4545  
 EM: CODE@WILLARDOHIO.GOV  
 WWW.WILLARDOHIO.GOV

City Use Only:
Date: _____
Fee: _____



### CONTRACTOR LICENSE REGISTRATION or RENEWAL

#### COMPANY INFORMATION:

COMPANY NAME:
OWNER'S NAME:
ADDRESS:
CITY, STATE & ZIP:
PHONE:
CELL:
EMAIL:

#### LICENSE REGISTRATION OR RENEWAL

TYPE OF LICENSE	NEW	RENEW	STATE I.D. # / LICENSED PERSON
ELECTRICAL			
PLUMBING			
HVAC			
GENERAL			

**FEE** REGISTRATION FEE: NEW = \$50, RENEWAL = \$10 (IF DONE BY JANUARY 1ST)  
 LICENSE FEE: \$15 PER LICENSE (ELECTRICAL, PLUMBING, HVAC - NOT GENERAL)  
**INCLUDE** INSURANCE, COPY OF LICENSE & WORKER'S COMPENSATION (IF APPLICABLE)

I hereby certify that I have read and examined this application and know the information to be true and correct. This company will comply with all provisions of the City of Willard's Ordinances and Ohio Building Standards.

\_\_\_\_\_  
 SIGNATURE OF OWNER OR AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
 DATE