

HVAC REGISTRATION PACKAGE

NEW REGULATION: Before you mail/personally deliver your renewal package, you must make sure all the documentation listed below is provided correctly. Any documentation that is not provided or is incorrectly filled out will be rejected on site – NO EXCEPTIONS.

ALL NEW REGISTRATIONS & COMMERCIAL REGISTRATIONS MUST INCLUDE A COPY OF YOUR STATE OF OHIO HVAC LICENSE. RENEWAL REGISTRATION WITHOUT A STATE LICENSE WILL BE LIMITED TO A RESIDENTIAL ONLY REGISTRATION. FOR MORE INFORMATION ABOUT OHIO STATE LICENSING PLEASE CALL: (614) 644-3493

The Bond Form: Your HVAC contractor registration package consists of an application/bond/insurance combination. Please forward the following information to your insurance agent. When preparing the HVAC Contractor bond form, you must follow the City of Cleveland guidelines exactly to prevent rejection (see examples below). The bond coverage amount must be \$25,000.

Individual Contractor: If the licensee is doing business under his/her own name, the bond should read:

1st blank line of bond: John/Jane Doe
2nd blank line of bond: John/Jane Doe

Company Name: If the licensee is doing business under his/her own name, the bond should read:

1st blank line of bond: John/Jane Doe
2nd blank line of bond: XYZ Heating Company

The Certificate of Insurance Form: The certificate of insurance is created by your insurance agent. It is not included in your contractor application package. This form must be typed and bear original signatures. The minimum acceptable coverage for the City of Cleveland is \$200,000. Insurance company NAIC number must be included

Bodily injury: \$50,000 and \$100,000 Property Damages: \$50,000
City of Cleveland must be named as additional insured.
City of Cleveland must be certificate holder.

Insurance Cancellation Clause: The certificate of insurance must have a 10 day cancellation clause. In that clause, the following words must be deleted. "Endeavor to/try to" and "But failure to mail such notice shall impose no obligation of any kind upon the company, it's agents or representatives". However, if your agent is not authorized to delete the words, please have them complete the enclosed insurance endorsement form. If this process is not done accordingly, your application will be rejected, no exceptions.

The City of Cleveland will accept a binder for only 30 days. We must receive a new certificate of insurance with a policy number, or the policy will be considered canceled after the 30 day period.

NOTE TO INSURANCE AGENT: PLEASE MAKE SURE THAT THE AFFORDING COVERAGE IS AUTHORIZED TO DO BUSINESS IN THE STATE OF OHIO AND PROVIDE PROOF. BE AWARE THAT THE CONTRACTOR CAN BE REJECTED IF THIS IS NOT ACCURATE.

YOUR CHECKLIST:

- 1.) HVAC registration application must be fully completed, signed and notarized.
- 2.) HVAC Contractor's bond has original seal and signatures.
- 3.) Power of Attorney must be attached to bond and the sealment dates must match on both.
- 4.) Bond must be typed, and have original signature of principal licensee and attorney
- 5.) Bond must bear original seal
- 6.) Certificate of Insurance and insurance endorsement must be attached and signed.
- 7.) Check/Money order for mail-in (NO POST DATED NOR 30/60 DAY VOID CHECKS)
- 8.) STATE HVAC LICENSE MUST BE ATTACHED
- 9.) Bond length must be length of entire registration period.

Do not mail in registration package if these items are missing or incorrect. Your package will be rejected on site. No exceptions. Please complete and return all registration forms and information to:

City of Cleveland
Dept. of Building and Housing
HVAC Registration
601 Lakeside Ave. – Room 505
Cleveland, OH 44114

**CITY OF CLEVELAND
DEPARTMENT OF BUILDING AND HOUSING
APPLICATION FOR CONTRACTOR REGISTRATION OR
CERTIFICATE OF QUALIFICATION**

Registration No. _____
Date: _____
Approved _____
Fee _____

DO NOT WRITE ABOVE

NEW APPLICANT
\$150.00

RENEWAL APPLICANT
\$120.00

**TO THE DIRECTOR OF BUILDING AND HOUSING:
IN ACCORDANCE WITH THE REQUIREMENTS OF THE CODIFIED ORDINANCES OF THE CITY OF
CLEVELAND THE UNDERSIGNED DOES HEREBY MAKE APPLICATION FOR CERTIFICATE OF
REGISTRATION OR QUALIFICATION FOR ONE OF THE FOLLOWING LISTED BELOW:**

PLEASE CHECK THE TYPE OF REGISTRATION YOU ARE APPLYING FOR:

<input type="checkbox"/> GENERAL CONTRACTOR	<input type="checkbox"/> PLUMBING CONTRACTOR	<input type="checkbox"/> 1, 2, 3 FAMILY ONLY <input type="checkbox"/> ALL WORK
<input type="checkbox"/> SEWER CONTRACTOR	<input type="checkbox"/> HVAC CONTRACTOR	<input type="checkbox"/> 1, 2, 3 FAMILY ONLY <input type="checkbox"/> ALL WORK
<input type="checkbox"/> DEMO CONTRACTOR	<input type="checkbox"/> ELECTRICAL CONTRACTOR	<input type="checkbox"/> 1, 2, 3 FAMILY ONLY <input type="checkbox"/> ALL WORK
<input type="checkbox"/> JOURNEYMAN PLUMBER	<input type="checkbox"/> ELECTRICAL MAINT TECH	
<input type="checkbox"/> FIRE PLACE INSTALLER	<input type="checkbox"/> PICTURE MACHINE OPERATOR	

NAME OF APPLICANT: _____ PHONE: () _____
LAST FIRST MI

HOME ADDRESS: _____ CITY _____ STATE _____ ZIP _____

DATE OF BIRTH _____ SOC. SEC. NO. _____

NAME OF COMPANY: _____ PHONE: () _____

MAILING ADDRESS: _____ CITY _____ STATE _____ ZIP _____

EMAIL ADDRESS: _____ FEDERAL I.D NO. _____

*Attach Portrait
Photo Here*

HAVE YOU EVER REGISTERED UNDER A DIFFERENT COMPANY NAME? YES NO
IF YES, WHAT WERE YOUR PREVIOUS COMPANY NAMES?

DO YOU HAVE A CITY OF CLEVELAND LICENSE? YES OR NO IF YES, LIST PREVIOUS
LICENSE NO. _____ TYPE _____

DO YOU HAVE A STATE LICENSE? YES OR NO IF YES, WHAT TYPE _____
STATE LICENSE NO. _____ EXPIRATION DATE _____

OFFICERS OF COMPANY:

NAME AND TITLE	ADDRESS	CITY	STATE	ZIP	PHONE

EXPERIENCE AND TRAINING WHICH QUALIFIES YOU FOR A CERTIFICATE OF REGISTRATION
OR QUALIFICATION ARE AS FOLLOWS (LIST TRAINING, SCHOOLING, PAST EMPLOYMENT, OR
BUSINESS ASSOCIATES, YEARS OF ACTUAL EXPERIENCE AT TRADE, ETC) .

ATTACH SEPARATE SHEET IF REQUIRED

PLEASE ANSWER THE FOLLOWING QUESTIONS:

HAS YOUR CERTIFICATE OF REGISTRATION OR QUALIFICATION EVER BEEN SUSPENDED OR REVOKED? YES OR NO IF YES, WHEN? _____ DATE OF REINSTATEMENT _____

HAVE YOU EVER BEEN CONVICTED OF VIOLATION OF THE CLEVELAND BUILDING, ZONING, OR HOUSING CODES? YES NO IF YES, WHEN? _____

HAVE YOU BEEN CONVICTED OF OR PLED GUILTY TO A MISDEMEANOR INVOLVING MORAL TURPITUDE OR OF ANY FELONY? YES OR NO IF YES, WHEN? _____ WHAT COURT? _____ CASE #? _____ CHARGE? _____

HAVE YOU OBTAINED OR RENEWED A CERTIFICATE OF REGISTRATION OR QUALIFICATION BY FRAUD, MISREPRESENTATION OR DECEPTION? YES OR NO

HAVE YOU ENGAGED IN FRAUD, MISREPRESENTATION OR DECEPTION IN THE CONDUCT OF BUSINESS? YES OR NO

HAVE YOU BEEN CONVICTED OF REPEATED VIOLATIONS OF THE OBC OR THE CLEVELAND BUILDING, ZONING, OR HOUSING CODES OR OTHER LAWS OR ORDINANCES REGULATING BUILDING CONSTRUCTION IN THE CITY? YES OR NO IF YES, PROVIDE DETAILS _____

IN THE PAST 12 MONTHS, HOW MANY VIOLATION NOTICES OF THE OBC, AND/OR THE CLEVELAND BUILDING, ZONING, OR HOUSING CODE HAVE YOU RECEIVED? _____ HOW MANY ARE STILL NOT CORRECTED? _____

ARE YOU AT LEAST 18 YEARS OF AGE? YES OR NO

ARE YOU A UNITED STATES CITIZEN? YES OR NO

THE FOLLOWING NAMED AS REFERENCE ARE NOT RELATED TO ME:

NAME OCCUPATION ADDRESS PHONE

- 1.
2.
3.
4.

I DO HEREBY CERTIFY THAT I AM FAMILIAR WITH THE REQUIREMENTS OF THE BUILDING, ZONING, AND HOUSING CODES AS APPLICANT, DURING THE PAST YEAR, ALL REQUIRED PERMITS HAVE BEEN OBTAINED AND THAT ALL INSTANCES OF NON-COMPLIANCE WITH, OR VIOLATIONS OF, THE BUILDING CODES HAVE BEEN CORRECTED.

SIGNATURE

County of Cuyahoga
State of Ohio } ss.

On this ___ day of ___ 20___ personally appeared ___ to me known to be the person herein described and having signed the above application and on oath swears, (or affirms) that all the statements herein made, are true to the best of his knowledge and belief.

NOTARY PUBLIC

MISREPRESENTATION OF STATEMENT OR FACT MAY BE CAUSE FOR REVOCATION OR SUSPENSION OF CERTIFICATE.

INSTRUCTIONS FOR CONTRACTOR'S BOND FORM
PLEASE READ CAREFULLY:

- 1.) The City of Cleveland Contractor's bond forms for \$25,000 must be used.
- 2.) The Contractor's bond must be typed and bear original signatures and the seal of the insurance and/or bonding company.
- 3.) The applicant who signed the application form must sign the bond as principal (and be the same person). For corporations an Officer of the company must sign the application and bond forms.
- 4.) One of the following categories must be used when completing the bond form:

A. **Individual** - If the applicant is doing business under his/her name only:

The bond should read as follows:

1st blank line of bond: John/Jane Doe
2nd blank line of bond: John/Jane Doe

B. **Company Name** - If the applicant is doing business for his/her own company or on behalf of another company the bond should read as follows:

1st blank line of bond: John/Jane Doe
2nd blank line of bond: XYZ Construction Co.

C. **Partnerships** - If two or more individuals have formed a partnership:

The bond should read as follows:

1st blank line of bond: John Doe & Jane Smith
2nd blank line of bond: XYZ Construction Co.

D. **Corporations** - If a corporation is registered, the bond must be signed by an officer of the corporation with his title after his signature and the corporation name above:

The bond should read as follows:

1st blank line of bond: Corporation Name, LLC, LTD
2nd blank line of bond: Corporation Name, LLC, LTD

- 5.) If a division of a corporation is registered, etc., it should be first determined whether the division is separately incorporated or not. If the division is not separately incorporated, it should be registered in the name of the parent organization or as a separate entity

**HEATING, VENTILATION, AIR CONDITIONING
AND REFRIGERATION CONTRACTOR'S BOND
CITY OF CLEVELAND**

KNOW ALL MEN BY THESE PRESENTS,

THAT _____ as principal,
doing business as _____ Company, and
_____ as surety are held and firmly bound

unto the City of Cleveland or to any of its officers, for the use of any person, persons, firm or corporation with whom such principal shall contract to do work in the construction, installation, re-installation, repairing, replacing, re-setting, alteration, conversion, or moving of heat producing systems, combustion plants, heating systems, refrigeration producing systems, ventilation systems, and air conditioning units or systems in any building, structure or appurtenance thereto or any part thereof in accordance with the provisions and the requirements of the Codified Ordinances of the City of Cleveland, in the penal sum of Twenty-five Thousand Dollars (\$25,000), lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

Sealed with our seals and dated this _____ day of _____, 20_____.

THE CONDITIONS OF THE ABOVE OBLIGATION ARE SUCH that, whereas the above bounden principal has made application to the Director of Building and Housing for a Certificate of Registration as an H.V.A.C./Refrigeration Contractor to engage in the business of construction, installation, re-installation, repairing, replacing, re-setting, alteration, or moving of heating, refrigeration, ventilation systems, and air conditioning units in buildings where such units are integral parts of said systems with the necessary appurtenances thereto, as required by the Codified Ordinances of the City of Cleveland, during the period beginning _____, and ending the last day of December, 20_____.

NOW, THEREFORE, if the said principal shall well and truly indemnify, keep and save harmless the City of Cleveland, or any of its agents or officials for the use of any person, persons, firm, or corporation with whom such Contractor shall contract to do work, and shall indemnify and pay any such person, persons, firm or corporation for damage sustained on account of the failure of such Contractor to perform the work so contracted for in accordance with the provisions of the Codified Ordinances of the City of Cleveland, and any and all lawful rules and regulations promulgated under the authority thereof, and from or by reason or on account of anything done under and by virtue of any permits issued under such Registration for the doing of any work required to be done in the construction, installation, re-installation, repairing, replacing, re-setting, alteration, conversion, or moving of heat producing systems, combustion plants, heating systems, refrigeration producing systems, ventilation systems, and air conditioning units or systems where such units are integral parts of said heating or cooling systems, with the necessary appurtenance thereto or any part thereof, then this obligation shall be null and void; otherwise, to remain in full force and effect.

THE LEGAL FORM AND CORRECTNESS
OF THE WITHIN INSTRUMENT IS HEREBY
APPROVED

DIRECTOR OF LAW

By _____
ASSISTANT

Date _____

Principal _____ (Signature)

Address _____

Surety _____ (Seal)

Address _____

Attorney-in-fact _____

CITY OF CLEVELAND - INSURANCE ENDORSEMENT

It is agreed that such insurance as is afforded under this policy for bodily injury liability and for property damage liability also applies to the City of Cleveland, Ohio, as additional insured but only with respect to accident caused by or contributed to:

_____ or his/her employees while performing work, other than done for the City of Cleveland, described in Division 1 (premises-operations of the item 3 of the Policy Declarations) as authorized by permit issued to:

_____ under the Building Code of the City of Cleveland.

It is further agreed that an employee of one of the insured's named in this policy shall not be deemed to be the employee of any other insured named with whom he/she has no contact of employment, oral or written; but the limits of liability for all insured's shall not exceed the limits set forth in the policy.

In the event of any material change in/or cancellation, lapse or non-renewal of this policy, the Company will give ten (10) days notice of such change or cancellation, lapse or non-renewal to the Building Commissioner of the City of Cleveland, Ohio.

Schedule:

Limits of this policy are equal to or exceed Fifty Thousand and One Hundred Thousand (\$50,000 & \$100,000) for bodily injury and Fifty Thousand (\$50,000) for property damage.

Term of Policy: From: _____ To: _____

This endorsement forms a part of policy # _____

Agent: _____

Contractors Registration Term - From: _____ To: _____

(Notice to the City of Cleveland of termination/non-renewal is not required if the date falls after the terms of the contractor's registration period.)

Nothing herein contained shall be held up to vary, alter, waive or extend any of the terms or conditions of the policy, except as herein set forth.

Agent's Signature: _____