



Amherst Building Department
480 Park Avenue
Amherst, Ohio 44001
440-988-3734 Fax: 440-988-3764
building@amherstohio.org

TO: ALL CONTRACTORS

Re: ***Contractor Registration – 2017***

All contractors, including sub-contractors, working in the City of Amherst for the 2017 year must be registered. The fee for registration is \$100.00

*** Contractors caught working without a current registration or permit will be fined double.***

***NEW General Contractors** must provide a current General Contractor registration from another city.

***Electricians, Hydronics, HVAC and Plumbers** must provide a current State License (House State Bill 434 eff.3/01)

***Electricians – Please note:** The underground to transformer wire connection must be scheduled so the Amherst Utility Electric Department is present during hookup. Call 988-4224.

You can stop by the Building Department any weekday between 8:00 and 4:30 and pay by cash, check, visa or master card or mail a check, made out to the ***City of Amherst*** with all required documentation**.

Starting January 1, 2017 you may also pay online for Contractor Registrations and Permits by going to amherstohio.org. All credit card and debit card transactions are subject to a 2.45% service fee. To make an online payment, you must first obtain your permit number/contractor registration number from the Building Department.

The City of Amherst enforces the most current building codes as adopted by the Ohio Board of Building Standards for all Residential, Commercial and Industrial projects. All inspections must be in compliance with these codes.

We request 24 hours' notice for all inspections.

All permits and registration that are mailed MUST have a self-addressed stamped envelope or they will not be faxed or mailed back. You will need to pick them up at the Building Department Office.

PERMIT FEES ARE SUBJECT TO CHANGE WITHOUT NOTIFICATION.

CITY OF AMHERST - BUILDING DEPARTMENT

480 Park Avenue, Amherst, OH 44001

Phone: 440-988-3734 Fax: 988-3764

Application for Contractor's License

Application is hereby made for a license to engage, as a _____ Contractor, in the construction, alteration, removal and/or demolition of buildings and structures, as a business for profit in the City of Amherst, for the year 2017 or part of said year now remaining, under the provisions of the Building Code for the City of Amherst, (Ordinance No. B-726) Regulations of the Division of Buildings.

Business Name: _____ Fed ID or SSN: _____
 DBA: _____ Fiscal Yr End: _____
 Owner/President: _____ Type of Ownership:
 Address: _____ Individual Partnership
 _____ Corporation LLC
 Contact Name: _____
 Phone #: (____) _____ E-mail: _____
 Number of Employees working within city limits: _____

- Requirements:**
1. **Liability Insurance (\$100,000 minimum), City as insured**
 2. **Copy of current State of Ohio Certification for Plumbing, HVAC, Electrical Contractors and others required for industrial work.**
 3. **New "Generals" must have a current registration from a major city.**
 4. **IF you wish to have a copy of your registration please enclose a self addressed stamped envelope.**

Fees: All Contractors including subcontractors \$100

Payroll Withholding and Net Profit Tax Information

Each employer doing business within the city limits is required to deduct the tax of **1.5%** from the gross wages of their employees. This amount must be remitted on a monthly or quarterly basis to: **Amherst Income Tax Department, 480 Park Ave., Amherst, OH 44001**. A net profit return must also be filed with the tax department. Forms for withholding and net profit will be sent to your business at your address above. If you wish to have them mailed to a different address or you use a payroll service for withholding, please notify the tax office at (440) 988-4212.

The above statements are hereby certified to be correct.

___ Annual fee in the amount of \$ 100.00 is deposited herewith

___ Certificate of Insurance indicating \$100,000.00 liability is deposited herewith.

New Application _____ Renewal of License No. _____

Signed: _____

Date: _____