



BUILDING COMMISSIONER  
John Maichle

**Lyndhurst Building Department  
5301 Mayfield Road  
Lyndhurst, Ohio 44124  
440-473-5108/Fax: 440-442-7189**

**RE: Contractor Registration for 2024**

Dear Contractor:

It is mandatory that **all contractors** register with the Lyndhurst Building Department prior to the commencement of any work, both residential and commercial, for which a permit may or may not be required.

**You will need to fill out a 2024 Application for Certificate of Registration, provide a \$20,000.00 bond on our *BOND* form. (ONLY ONE BOND IS REQUIRED FOR REGISTRATIONS OF MORE THAN ONE TRADE) Also, submit proof of insurance listing the required coverage requirements of the City of Lyndhurst and noting the City of Lyndhurst as additional insured. The fee to register will be \$100.00 per trade.**

**Please note, if you are registering as a contractor and will be performing renovation, repair and or painting projects that disturb paint in homes, childcare facilities or schools built before 1978 U.S. EPA Certification of Lead Safe Work Practices must be followed.**

Registration forms may be obtained from the Building Department, Monday through Friday, between the hours of 7:30 AM to 3:00 PM. You also can print them from our web site document center at [www.lyndhurstohio.gov](http://www.lyndhurstohio.gov)

Please find attached requirements for completing the registration process.

Thank you for your cooperation as we try to provide our residents with quality workmanship and afford them a measure of protection. Should you have any questions please feel free to contact us at 440-473-5108.

City of Lyndhurst  
Department of Building  
5301 Mayfield Road  
Lyndhurst, Ohio 44124

Phone: 440-473-5108  
Fax: 440-442-7189

Date \_\_\_\_\_

**2024 APPLICATION FOR REGISTRATION/BONDING OF CONTRACTOR**

APPLICANT \_\_\_\_\_ DBA \_\_\_\_\_

ADDRESS \_\_\_\_\_  
Number & Street City State Zip Code

PHONE \_\_\_\_\_  
Business Cell Fax

E-mail \_\_\_\_\_ Federal I.D. \_\_\_\_\_

Check the trade(s) for which the application is being made:

- |  |                                       |  |
|--|---------------------------------------|--|
| <input type="checkbox"/> } GENERAL BUILDING TRADES | <input type="checkbox"/> } ELECTRICAL | <input type="checkbox"/> } HYDRONIC    |
| <input type="checkbox"/> } RIGHT-OF-WAY WORK       | <input type="checkbox"/> } PLUMBING   | <input type="checkbox"/> } HVAC        |
| <input type="checkbox"/> } FIRE SUPPRESSION        | <input type="checkbox"/> } SEWER      | <input type="checkbox"/> } DRIVE/APRON |
| <input type="checkbox"/> } OTHER (Describe below)  |                                       |  |

\_\_\_\_\_

**\*\*\*List any authorized agents who are able to obtain permits under your company's name.\*\*\***

**AUTHORIZED AGENTS**

Agent # 1: \_\_\_\_\_ Phone/Cell Number \_\_\_\_\_

Agent # 2: \_\_\_\_\_ Phone/Cell Number \_\_\_\_\_

Agent # 3: \_\_\_\_\_ Phone/Cell Number \_\_\_\_\_

**\*\*\*PLEASE SEE ATTACHED CHECK LIST FOR THE REQUIREMENTS FOR REGISTRATION. ALSO PLEASE BE AWARE WE HAVE A NEW BOND FORM. ONLY ONE BOND IS NOW NEEDED FOR REGISTRATIONS OF MORE THAN ONE TRADE**

**ALL REGISTRATIONS EXPIRE ON DECEMBER 31<sup>st</sup> OF EACH YEAR.**

I hereby indicate that all of the information is true to the best of my knowledge, that I am at least 18 years of age, able to interpret construction plans and specifications, and able to comply with the requirements of the City of Lyndhurst Code of Ordinances.

\_\_\_\_\_  
Signature of Applicant Date

BOND NO. \_\_\_\_\_  
(REQUIRED)

**CITY OF LYNDHURST**  
**2024 REGISTRATION BOND**

KNOW ALL MEN BY THESE PRESENTS, that \_\_\_\_\_  
doing business as principal, hereinafter referred to as the principal, and, \_\_\_\_\_  
as surety, hereinafter referred to as the surety, are held and firmly bound unto the **City of Lyndhurst**, in the sum  
of Twenty Thousand Dollars (\$20,000) for payment of which, well and truly to be made we bind ourselves, our  
heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents. Witness  
our hand and seals this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

The conditions of the above obligations are such that:

Whereas the said principal made application to the **City of Lyndhurst** for a Certificate of Registration as a  
contractor to engage the business within the **City of Lyndhurst** during the calendar year of 2024 in accordance  
with the provisions of Chapter 1352 of the Code of Ordinances of the **City of Lyndhurst**.

Now therefore, if the said principal shall faithfully observe all the duties and discharge all the obligations incurred  
by him/her during said registration period under the ordinances of the **City of Lyndhurst** applying to the  
construction, alterations, repair, addition to, subtraction from, reconstruction or remodeling of any building,  
structure or appurtenance thereto, or any part thereof, and the ordinances applying to underground construction  
and/or work within the public right of way, and all the lawful orders of the **City of Lyndhurst**, issued under said  
ordinances, then this obligation shall be void, otherwise, the same shall be and remain in full force and effect; the  
undersigned agreeing and consenting that this undertaking shall be for the benefit of any party damaged by the  
principal's failure to comply with the duties, terms, conditions, provisions and requirements of the ordinances of  
the **City of Lyndhurst** applying to such work and the lawful orders of the **City of Lyndhurst** issued under such  
ordinances, as well as for the benefit of the obligee herein, and either or both may bring action on the bond, but  
said action must be commenced within two years after expiration of the principal's registration.

**SEAL**

\_\_\_\_\_  
**PRINCIPAL**

\_\_\_\_\_  
**SURETY**  
(SIGNATURE OF AGENT EXECUTING BOND)

NOTE: ATTACH POWER OF ATTORNEY

(If this Bond is executed by any agent for a principal or a Surety, such Agent must affix a copy of his Power of  
Attorney or other evidence of authority to execute the Bond. If the Surety is a non-resident corporation of the  
State of Ohio, its authority to do business in Ohio must, likewise, be attached hereto).

# Insurance coverage requirements for contractor registration

Applications for a Certificate of Contractor Registration for the *calendar year 2024* are required to include a Certificate of Insurance indicating the required *General Liability* coverage limits.

GENERAL LIABILITY COVERAGE. *Provide only one of the following options.*

1. Certificates must provide evidence of general liability insurance for bodily injury in the amount of one million dollars/two million dollars (\$1,000,000.00/\$2,000,000.00) **and** for property damages in the amount of at least fifty thousand dollars (\$50,000.00). The City Of Lyndhurst must be listed as additional insured.

**Or**

2. Certificates must provide evidence of general liability coverage in the amount of one million dollars (\$1,000,000.00) *for each occurrence* **and** two million dollars (\$2,000,000.00) general aggregate. The City of Lyndhurst must be listed as additional insured.

## **BEFORE MAILING, DID YOU INCLUDE:**

**▽ A COMPLETED REGISTRATION APPLICATION FOR TRADES.**

**▽ COMPLETED 2024 NEW BOND FORM WITH SEAL AND ATTACHED POWER OF ATTORNEY.**

**▽ CERTIFICATE OF INSURANCE WITH REQUIRED LIMITS AND LISTING THE CITY OF LYNDHURST AS ADDITIONAL INSURED.**

**▽ EVIDENCE OF A LICENSE FROM THE OHIO CONSTRUCTION INDUSTRY EXAMINING BOARD (OCIEB) OR OHIO STATE DEPARTMENT OF HEALTH FOR THOSE TRADES REQUIRING IT.**

**▽ PAYMENT OF \$100.00 FOR EACH TRADE REGISTRATION.**

**▽ SELF – ADDRESSED STAMPED ENVELOPE (NOT NECESSARY IF OBTAINING THE REGISTRATION IN PERSON)**

**▽ TO ENSURE PROPER CREDIT, PLEASE MAIL TO THE ATTENTION OF THE BUILDING DEPARTMENT.**

Please make check payable to:

The City of Lyndhurst  
5301 Mayfield Road  
Lyndhurst, Ohio 44124  
Attn: Building Department