



**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 – 2018***

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\*\*.

You may pay for Contractor Registrations and Permits online by going to [www.amherstohio.org](http://www.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: \_\_\_\_\_**  
conlicen2.doc

**Date: \_\_\_\_\_**