

# Building & Zoning Department – Village of Chagrin Falls

21 West Washington Street, Chagrin Falls, OH 44022 – PH 440-247-5050 – FAX 440-247-2082

CONTACT: ADMINISTRATIVE ASSISTANT – KATIE KNAUFF – [KATIE.KNAUFF@CHAGRIN-FALLS.ORG](mailto:KATIE.KNAUFF@CHAGRIN-FALLS.ORG)

## Contractor Registration

### Contractor Information

Contractor Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_ Address of Job Site: \_\_\_\_\_

### REQUIREMENTS FOR REGISTRATION

- **\$30,000 BOND MUST BE ON THE ORIGINAL VILLAGE OF CHAGRIN FALLS BOND FORM – BOND FORM AVAILABLE AT [WWW.CHAGRIN-FALLS.ORG](http://WWW.CHAGRIN-FALLS.ORG)**
- MUST BE ORIGINAL – NO COPIES OR FAXES ACCEPTED
  - DON'T FORGET TO SIGN THE BOND BEFORE SUBMITTING
  - UNSIGNED/INCOMPLETE BONDS MAY CAUSE ALL TO BE RETURNED

- **CERTIFICATE OF INSURANCE \$500,000 TO \$1,000,000**
- MUST NAME VILLAGE OF CHAGRIN FALLS AS ADDITIONALLY INSURED

- **COPY OF CURRENT WORKERS COMP CERTIFICATE**
- IF APPLICABLE

- **COPY OF CURRENT STATE CERTIFICATION**
- i.e. Electrical, Plumbing, HVAC – IF APPLICABLE

- **CHECK FOR REGISTRATION FEE**
- MAKE CHECKS PAYABLE TO: VILLAGE OF CHAGRIN FALLS
  - **\$120 FEE FOR NEW REGISTRATIONS**
  - **\$60 FEE FOR RENEWALS** – BEFORE JAN 31<sup>ST</sup> OF REGISTRATION YEAR
  - REGISTRATIONS ARE VALID FOR 1 CALENDAR YEAR.

### ADDITIONAL INFORMATION

- IF YOU REQUIRE A COPY OF YOUR REGISTRATION PLEASE INCLUDE A SELF ADDRESSED STAMPED ENVELOPE (SASE).
- INCOMPLETE REGISTRATIONS MAY RESULT IN THE ENTIRE PACKET BEING MAILED BACK TO CONTRACTOR. PLEASE DOUBLE CHECK WHAT YOU ARE SUBMITTING TO PREVENT DELAYS.

