



**Chagrin Falls Building Department 21 W. Washington Street Chagrin Falls, Ohio 44022 (440) -247-5050**

Building Department

STATE OF OHIO )  
 ) SS **HOMEOWNER AFFIDAVIT**  
COUNTY OF CUYAHOGA ) **(C.O. 1335.08)**

I, \_\_\_\_\_, residing at \_\_\_\_\_  
(Name) (Residence address)

being sworn according to law, acknowledge and certify that I am the owner of a dwelling

located at \_\_\_\_\_. I hereby notify the Village  
(Address of dwelling upon which work will be performed)

of Chagrin Falls that I will be performing work at this premises. The exact nature and extent of

the work to be performed by me is set forth in detail as follows:

A. Start date: \_\_\_\_\_

B. Estimated completion date: \_\_\_\_\_

C. Nature of work in detail: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(If more space is needed, attach additional sheet.)*

I understand that as the homeowner of this premises, I may assume responsibility as my own general contractor. I also understand that any person or firm employed/hired/paid/bartered for by me to perform any work on the premises must register with the Village of Chagrin Falls as required by Chapter 1335 of the Village ordinances. The identity, address and exact nature of the work to be performed on the premises by others is set forth in detail as follows:

D. Name and address of all people performing work:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_

*(If more space is needed, attach additional sheet.)*

E. Nature of work with start and estimated completion date to be performed by these persons:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_

*(If more space is needed, attach additional sheet.)*

I further acknowledge and certify that I will make these improvements in accordance with the Building and Zoning Code of the Village of Chagrin Falls, Ohio and that all work will be completed by me is in compliance with the law.

I further understand and acknowledge that if anyone is hired/paid/bartered for by me to assist in this improvement, that they are required to obtain proper licenses or permits from the Village of Chagrin Falls. I further state that I have received a copy of Chapter 1335 of the Village ordinances.

I further agree that this improvement is subject to the inspection and approval of the Building Inspector of the Village of Chagrin Falls.

I further acknowledge that I am aware that a failure to obtain proper licenses and permits for any person hired/paid/bartered for by me for this improvement may result in criminal prosecution of myself and participant.

\_\_\_\_\_  
Signature

SWORN TO ME and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
**NOTARY PUBLIC**

## CHAPTER 1335

### CROSS REFERENCES

Municipal authority to regulate contractors - see Ohio R.C. 715.27  
Ohio State Plumbing Code - see OAC Ch. 4101:3-1 et seq.  
Street openings and excavations - see S.& P.S. 901.01 et seq.  
Heating permits - see BLDG. 1307.15

#### 1335.01 PURPOSES.

It is hereby found and determined to be in the best interest of the health, safety and welfare of the Village, its property owners and inhabitants to require the registration of contractors performing construction work within the Village. The purposes of such registration are:

- (a) Registration ensures that Village property owners and inhabitants have some measure of protection that the contractor will perform the work in accordance with approved plans and specifications, and follows all applicable laws; and
- (b) Registration allows the Village to ensure that contractors withhold and pay income taxes on behalf of their employees for work performed in the Village.  
(Ord. 2006-48. Passed 7-24-06.)

#### 1335.02 REGISTRATION REQUIRED.

No plumbing or sewer work shall be performed, or heating or electrical equipment shall be installed, in any building or structure or upon any property or within the boundaries of any street within the Municipality unless the same is done by a person registered to perform plumbing or sewer work, or install heating or electrical equipment, or by a firm or corporation employing a person registered pursuant to the terms of this chapter. No general contracting shall be done within the Municipality unless the same is done by a person registered to do general contracting, except where the work is of a minor nature and pursuant to Section 1307.18.  
(Ord. 2006-48. Passed 7-24-06.)

#### 1335.03 HOLDERS OF OHIO QUALIFICATION CERTIFICATE; EXCEPTION.

(a) Except as provided in subsection (b) hereof, and upon the payment of the appropriate fee provided in Section 1335.10, any person having a qualification certificate to install or perform plumbing, sewer work, heating or electrical equipment, which qualification certificate has been issued by the State pursuant to Ohio R.C. Chapter 4740 and is in full force and effect, upon presentation of such certificate to the Chief Administrative Officer shall have issued to such person by the Chief Administrative Officer, upon such evidence and without examination, the certificate of registration provided for herein.

(b) No person who has recklessly or intentionally violated any provision of the Ohio Revised Code or the Codified Ordinances of the Village shall be eligible to obtain or renew a certificate of registration under this chapter. The Chief Administrative Officer shall determine whether a violation has been committed recklessly or intentionally, as those terms are defined in Section 501.08 of the General Offenses Code.  
(Ord. 2006-48. Passed 7-24-06.)

#### 1335.04 REGISTRATION DENIAL; APPEAL.

Any person who is denied a registration certificate by the Chief Administrative Officer, or any person whose registration certificate is revoked, may, within ten days from and after such denial or revocation, appeal from the decision of the Chief Administrative Officer to the Board of Zoning Appeals. The appeal shall be in writing and shall be filed with the Clerk of Council, who shall report the filing of such appeal and transmit all papers so filed to the Board of Zoning Appeals at its next regular meeting. The Board of Zoning Appeals shall, within sixty days, take evidence and testimony from the appellant, the Chief Administrative Officer and any other person having knowledge of relevant facts. The Board of Zoning Appeals, at the conclusion of such hearing, shall sustain, reverse or modify the decision of the Chief Administrative Officer, and shall state such conclusions of fact for the record as the basis of its decision. Such decision of the Board of Zoning Appeals shall be final.  
(Ord. 2006-48. Passed 7-24-06.)

1335.05 FORM OF REGISTRATION.

The form of the certificate of registration to be issued under the provisions hereof shall be such as the Chief Administrative Officer may prescribe.  
(Ord. 2006-48. Passed 7-24-06.)

1335.06 BOND; LIABILITY INSURANCE.

(a) As a condition for the issuance of a certificate of registration to a general contractor or a contractor doing heating, plumbing sewer or electrical work as herein provided, such contractor shall give bond to the Municipality, in the principal sum of thirty thousand dollars (\$30,000) conditioned that such contractor performs all work to be done by the contractor under the respective trade in conformity with all approved plans and specifications, and all of the laws of the State and the ordinances of the Municipality and that upon default of such performance the obligation of the bond becomes effective. The form of the bond shall be such as the Chief Administrative Officer prescribes, and no certificate of registration shall become effective until the bond as herein prescribed has been filed with the Municipality.

(b) Each contractor and general contractor registered by the Municipality shall provide proof of liability insurance in the form of a certificate of insurance with limits no less than five hundred thousand dollars (\$500,000) per occurrence, one million dollars (\$1,000,000) aggregate and the Municipality is named on the certificate as additionally insured and amount satisfactory to the Chief Administrative Officer as a condition of the registration.

(Ord. 2006-48. Passed 7-24-06.)

1335.07 REVOCATION OF CERTIFICATE OF REGISTRATION.

The certificate of registration of any person shall be revoked at any time by the Chief Administrative Officer if that person recklessly or intentionally violates the Ohio Revised Code, the Codified Ordinances of the Village, or any other provision of state or federal law. The Chief Administrative Officer shall determine whether a violation has been committed recklessly or intentionally, as those terms are defined in Section 501.08 of the General Offenses Code. The order of revocation may be appealed pursuant to Section 1335.04.

(Ord. 2006-48. Passed 7-24-06.)

1335.08 HOMEOWNER'S EXCEPTION.

The provisions of this chapter shall not apply to a homeowner desiring to perform work on his or her own premises, or a homeowner who desires to assume the responsibility as his or her own general contractor, provided that any person or firm employed for such phases of the work who does this type of work as a business is registered as provided herein. The homeowner shall submit an affidavit on the form provided by the Building Department to the Building Inspector stating exactly the nature and extent of the work to be performed by the homeowner himself or herself and by others. Any work performed by such homeowner and others shall be subject to all provisions of this Building Code and to all inspections authorized by the Chief Administrative Officer.

(Ord. 2006-48. Passed 7-24-06.)

1335.09 PUBLIC WORKS EXCEPTION.

The provisions of this chapter shall not apply to any contractor performing public works directly for the Village or for a developer where plans, specifications and contracts are approved by the Village.

(Ord. 2006-48. Passed 7-24-06.)

1335.10 FEES.

The fee to be paid by any person, whether a general contractor, or a contractor or journeyman required to become registered for heating, plumbing, electrical, sewer, or any construction work, under the provisions of this chapter, shall be one hundred twenty dollars (\$120.00) for the original registration, as herein provided. The registration shall be renewable from year to year thereafter from January 1 to January 1, upon payment of the further sum of sixty dollars (\$60.00) for each year's renewal.

(Ord. 2006-48. Passed 7-24-06.)