

## **CONTRACTOR/SUB-CONTRACTOR REGISTRATION**

Contractors and subcontractors who complete work within the City of Moraine that requires a permit must be registered through the Community Development Division. Registration is good for one (1) year. If you are not a registered contractor/subcontractor or your registration and/or certificates have expired, you will need to apply for a new registration or update an existing registration at the time of permit application submittal. Registration information can be emailed to [bwaters@moraineoh.org](mailto:bwaters@moraineoh.org), MC/Visa payments are accepted by calling 937-535-1039. If you need to mail your registration with a check made payable to City of Moraine, please mail to the following address: City of Moraine, Beth Waters, 4200 Dryden Road, Moraine, OH 45439.

**BUILDING DEPT PERMITS:** RESIDENTIAL AND COMMERCIAL APPLICATIONS FOR PERMIT INCLUDING BUT NOT LIMITED TO NEW CONSTRUCTION, REMODELING, FIRE SUPPRESSION, FIRE ALARM, ELECTRICAL, MECHANICAL, SHEDS, FENCES, SIGNS, SWIMMING POOLS, TENTS, AND TEMPORARY STRUCTURES REQUIRE THE FOLLOWING FOR CONTRACTOR REGISTRATION:

- \$40 Processing Fee (waived if the contractor's business is in the City of Moraine)
- Certificate of Liability Insurance with the following listed as the Certificate Holder: City of Moraine, 4200 Dryden Road, Moraine, Ohio 45439
- Workers Compensation Certificate
- W-9

**ENGINEERING DEPT PERMITS:** APPLICATIONS FOR PERMIT TO WORK WITHIN THE ROAD RIGHT-OF-WAY REQUIRE THE FOLLOWING FOR CONTRACTOR REGISTRATION:

- \$40 Processing Fee (waived in the contractor's business is in the City of Moraine)
- Certificate of Liability Insurance with the following listed as the Certificate Holder: City of Moraine, 4200 Dryden Road, Moraine, Ohio 45439
- Workers Compensation Certificate
- W-9
- Bond (please see the ROW Permit Application for bond requirements)

**IF THIS REGISTRATION IS FOR A CURRENT PROJECT UNDER REVIEW FOR PERMIT, THE FOLLOWING INFORMATION IS NEEDED:**

Type of Application ( <i>New Construction, Remodel, Shed, Electric, Right-of Way, etc.</i> )	
Jobsite Address:	

### **CONTRACTOR/SUBCONTRACTOR INFORMATION**

Business Name	
Business Phone Number	
Contact Name	
Contact Phone Number	
Email Address	
Complete Address	

### **CITY USE ONLY-DO NOT COMPLETE**

Certificate of Liability Insurance Received		Workers Comp Certificate Received	
W-9 Received		Bond Received	
Registration Fees Paid (if applicable)		City of Moraine Registration #	