

Kathy Catazaro-Perry, Mayor



**CITY OF MASSILLON BUILDING DEPARTMENT
MUNICIPAL GOVERNMENT CENTER
ONE JAMES DUNCAN PLAZA, MASSILLON, OH 44646
PHONE: (330) 830-1724 * FAX: (330) 830-1782**

Dear Applicant:

In answer to your inquiry, the City of Massillon requires all HVAC contractors to be registered with the City of Massillon. To become registered as an HVAC Contractor, you will need:

1. To fill out an application. There is a \$75.00 non-refundable fee.
2. To submit a copy of your current State License and Driver's License.
3. To submit a copy of your Worker's Compensation certificate, should you have employees.
4. To obtain a \$10,000.00 surety bond – form enclosed.
5. To submit a yearly registration fee of \$150.00. The registration expires on February 28th of each year. The registration belongs to the person who holds the State License and should he/she leave the company, the registration goes with him/her.
6. Permits are to be obtained before starting the job and it is your responsibility to call for all needed inspections.

Should you have any questions concerning this matter, please feel free to call our office.



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APPLICATION FOR CONTRACTOR REGISTRATION

- | | |
|--|--|
| <input type="checkbox"/> Electrical Contractor | <input type="checkbox"/> Fire Suppression Contractor |
| <input type="checkbox"/> Heating Contractor | <input type="checkbox"/> General Contractor |
| <input type="checkbox"/> Home Improvement Contractor | <input type="checkbox"/> Low Voltage Contractor |
| <input type="checkbox"/> Plumbing Contractor | |

1. Owner of Company First & Last Name _____
2. Permanent Address _____

City State Zip
3. Home Phone _____ U. S. Citizen? Yes or No
4. Date of Birth _____ FED I.D. # OR SS# _____
5. State of Ohio License? Y or N
6. State License Number _____ Expires _____
6. Business Name _____
7. Business Address _____
8. Business City, State & Zip _____
9. Business Phone _____

It is agreed that the applicant will conform with all rules, regulations and ordinances of the City of Massillon, Ohio, and that the allegations, representations and statements made in this application are true; and the applicant acknowledges that any falsification made on this form will void the application.

Signature of Applicant
FEES ARE NOT REFUNDABLE

Date Signed: _____, 20____

ALL REGISTRATIONS OR RENEWALS OF SAME SHALL EXPIRE AS STATED IN THE MASSILLON CITY ORDINANCES.

CITY OF MASSILLON, OHIO
HEATING CONTRACTOR'S BOND

KNOW ALL MEN BY THESE PRESENTS, that _____
as principal, and _____
as surety, are held and firmly bound unto the City of Massillon or to any of its officers,
for the use of any person, persons, firm or corporation with whom such principal shall
contract to do heating work, in accordance with the provisions and requirements of the
Heating Code of the City of Massillon, in the penal sum of Ten Thousand Dollars
(\$10,000.00), lawful money of the United States, for the payment of which sum well and
truly to be made, we bind ourselves, our heirs, executors, administrators, successors
and assigns, jointly and severally, firmly by these presents.

Sealed with our seals and dated this _____.

THE CONDITIONS OF THE ABOVE OBLIGATION ARE SUCH, that whereas
the above bonden, _____, has
made application to the Commissioner of Building for a Certificate of Registration as a
Heating Contractor to engage in the business of Heating Contracting in Massillon during
the year beginning _____ and ending February 28, _____.

NOW THEREFORE, if the said _____ shall well
and truly indemnify, keep and save harmless the City of Massillon, or any of its agents
or officials for the use of any person, persons, firm or corporation with whom such
contractor shall contract to do work, and shall indemnify and pay any such person, firm
or corporation for damage sustained on account of the failure of such contractor to
perform the work so contracted for in accordance with the provisions of the Heating
Code of Massillon, and any and all lawful rules and regulations promulgated under the
authority thereof, including Ordinance No. 1321, and from or by reason or on account of
anything done under and by virtue of any permits issued under such registration for the
doing of any work required to be done in the contracting of buildings or other structures
or any part of parts thereof, then this obligation shall be null and void; otherwise to
remain in full force and effect.

APPROVED:

Solicitor _____ Principal _____

Date _____ Surety _____
Attorney-in-fact