



**Registration for Contractor's working within The City of Twinsburg**

Dear Contractor:

The City of Twinsburg requires annual registration for contractors working within the City. **Registration requires a fully completed application\* no exceptions** and submittal of a registration fee of \$75.00, payable to the City of Twinsburg. The attached Performance Bond must be the **City of Twinsburg Bond Form. (NO EXCEPTIONS) This bond form expires annually on December 31<sup>st</sup> of each year.**

The Certificate of Insurance from your insurance agency is to list the **City of Twinsburg Certificate as a Holder on the policy.**

Application Packet – including: Bond Form, application form, and for your convenience a RITA Form 48 for you to submit to: *Regional Income Tax Agency P.O. Box 477900 Broadview Hts., Ohio 44147-7900*  
<https://www.mytwinsburg.com/DocumentCenter/View/5793/Contractor-Registration>

\*\*\***Please note:**\*\*\*

Registration is only accepted online through Twinsburg's MyGov portal with the following link:  
[https://public.mygov.us/twinsburg\\_oh/module?module=crm](https://public.mygov.us/twinsburg_oh/module?module=crm)

See the Building Division page for a YouTube information video at: \_  
<https://www.mytwinsburg.com/137/Building-Division>

Any State of Ohio Licensing required, shall be submitted with your application depending upon your trade discipline: i.e. Sprinkler, Mechanical, Electrical, Plumbing, and Fire Alarm Contractors. Irrigation contractors are required to have a Licensed Plumbing Contractor install backflow devices. Each discipline requires a separate registration number with the City of Twinsburg.

Make sure your application is fully **completed:**

- **Application Form** – Signed by an officer of your company. If using a P.O. Box, include your street address
- **Registration Fee** - \$75.00 for **each** registration required payable to The City of Twinsburg.
- **Contractor's Bond** – Twinsburg Bond Form Only – Signed, Notarized, and uploaded to website noted above
- **Certificate of Insurance** – Bodily Injury Limits \$1,000,000/\$300,000, Property Damage Limits \$50,000, City of Twinsburg as Certificate Holder
- **State License** – Current license to be uploaded to website noted above
- **Regional Income Tax Agency (R.I.T.A.) Registration Form** – **submitted directly to Regional Income Tax Agency**

**Your application will NOT be processed if not completed as described above.**

If you have any further questions, please call the Division of Building at 330-963-6270

Thank you for your cooperation,

Sincerely,

City of Twinsburg  
Building Commissioner

**Application for Contractor Registration**



**CONTRACTOR REGISTRATION**  
City of Twinsburg – Building Division | CBO: Keith Foulkes

Renewal for Twinsburg? – Previous registration number: \_\_\_\_\_

Federal ID # or SSN: \_\_\_\_\_ Date: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_

Type of Contractor: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Business Origination Date: \_\_\_/\_\_\_/\_\_\_ Contact Name: \_\_\_\_\_

Experience and Qualifications: \_\_\_\_\_

List Three References (Not related to you. Include name, address, phone contact and occupation)

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

Has your license or registration ever been suspended or revoked? Yes No

List project address or permits that apply to this application: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Applicant's Name / Title

\_\_\_\_\_  
Applicant's Signature

CITY OF TWINSBURG, OHIO

Bond Number \_\_\_\_\_

Contractor's Bond \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS; that we \_\_\_\_\_ as principle and \_\_\_\_\_ as surety, and held firmly bound unto the \_\_\_\_\_ in the sum of Ten Thousand Dollars (\$10,000), for the payment of which will truly be made, we jointly and severally bind ourselves, our successors heirs, executors, administrators and assigns.

THE CONDITION OF THE OBLIGATION is such that whereas the said \_\_\_\_\_ has made application to the Building Commissioner for registration as a contractor in the City of Twinsburg.

NOW, if the said \_\_\_\_\_, shall be authorized to act as a \_\_\_\_\_ contractor entitling him to construct and/or repair any building; or install, re-install, repair, in whole or in part, reset, alter, convert and move any proposed or existing system within the corporate limits of said municipality, for the CURRENT CALENDAR YEAR, and shall fully and faithfully comply with all the existing provisions of the Building Code and other Ordinances and Regulations of the said municipality, or which may be established in relation to doing said work, and shall indemnify and save harmless the property owner and lessee, tenant or other person contracting for the aforesaid work and materials, guaranteeing that all workmanship and materials are in conformity with said property owner, lessee, tenant or other person contracting for the aforesaid services, from all loss and damage that may be occasioned in any way by accident, negligence or want of care, skill or attention by the principal or the agents of the principal in performing such work, then this obligation shall be void; otherwise to remain in full force and virtue of law.

EFFECTIVE DATE \_\_\_\_\_

EXPIRES \_\_\_\_\_

WITNESS our hand & seal this \_\_\_\_\_

day of \_\_\_\_\_

Principal

Surety

By: \_\_\_\_\_

By: \_\_\_\_\_

Attorney-in-fact