

**ASHTABULA COUNTY
COMMISSIONERS**
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PRESS RELEASE

Contact: Ashtabula County Commissioners Office

FOR IMMEDIATE RELEASE

January 29, 2019

**Ashtabula County Department of Building Regulations
Commercial Contractor Registration – Notice of Error**

In 2015, under the previous Board of County Commissioners and the previous Chief Building Official, the contractor registration program was implemented requiring all commercial and specialty contractors who perform work within the county to register with the Ashtabula County Building Department.

In late 2018, the current Board of County Commissioners discussed the possibility of expanding the registration requirement to include residential general and specialty contractors. The Board of County Commissioners assigned the task to the current Chief Building Official to explore the process and present a recommendation to the board. While performing his due diligence, the Chief Building Official discovered that certain procedural requirements outlined in Section 307.37(1) of the Ohio Revised Code were not followed in 2015 when the contractor registration program was implemented. The requirement to hold public hearings prior to the adoption of the resolution was unintentionally overlooked.

Once the current Board of County Commissioners were made aware of this error, it was determined that prior to issuing or accepting registration applications for 2019, the two public hearings that were held on 12-27-18 and 01-03-19 regarding the proposed contractor registration amendments (Resolution 2019-71) would meet this requirement. To correct this oversight and be fully compliant, the Board of County Commissioners are offering all commercial contractors who registered with the Ashtabula County Building Department between 2015 and 2018, the option to receive a full refund or a future registration credit for each year they were registered with the county.

With the adoption of this recent resolution, the Ashtabula County Building Department will be preparing to distribute to all contractors that are registered with the county the new 2019 contractor registration application along with the refund/credit form to complete.

We apologize for this oversight and the delay this has caused with the issuance of the 2019 contractor registration application.



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Date: February 28, 2019

Re: **2019 Contractor Registration**

REGISTRATION REQUIREMENTS: The following items are required at the time of registration;

1. Complete Contractor Registration Data Sheet.
2. Submit check or money order in the amount of \$100.00 payable to "Ash Co Bldg. Dept."
3. Provide a current copy of your liability insurance if applicable, see below for further information.
4. Provide a self-addressed, stamped envelope to receive a copy of your registration by mail.

COMMERCIAL GENERAL CONTRACTORS: [NEW FOR 2019]

Per Resolution No. 2019-071, it is mandatory that any individual, partnership, company, or corporation to install, erect, repair, remove or alter any commercial structure unless that installation is performed by an individual registered to perform general construction work by the Ashtabula County Department of Building Regulations. Registration to perform commercial work shall be issued upon receipt of a current copy of an individual, partnership, company, or corporation's liability insurance, your Federal Tax ID number and an annual fee of one hundred dollars (\$100.00).

COMMERCIAL SPECIALTY CONTRACTORS: All commercial specialty contractors must have a current State of Ohio license issued by the Ohio Construction Industry Licensing Board (OCILB). ***Please include a current copy of your state license when submitting your registration application.***

RESIDENTIAL SPECIALTY CONTRACTORS: (HVAC, HYDRONIC, FIRE SUPPRESSION) [NEW FOR 2019]

Per Resolution No. 2019-071, it is mandatory that any individual, partnership, company, or corporation to install, erect, repair, remove or alter any heating, ventilating, air conditioning, hydronic or fire suppression equipment or appurtenances in any residential structure unless performed by an individual registered to perform work by the Ashtabula County Department of Building Regulations. Registration to perform residential work shall be issued upon receipt of a current copy of an individual, partnership, company, or corporation's liability insurance, and an annual fee of one hundred dollars (\$100.00).

RESIDENTIAL ELECTRICAL:

Registration to perform residential electrical work shall be in the following manner:

1. The owner of a single family dwelling may perform his/her own electrical installation work. The homeowner must sign a waiver accepting responsibility for the electrical installation on a form provided by the Ashtabula County Building Department.

2. Upon receipt of a valid state license to perform this specialty trade work issued by the Ohio Construction Industry Licensing Board (OCILB) and an and an annual fee as defined in the registration requirements listed above.
3. The Building Official may accept a valid electrical registration from other jurisdictions that provides for the testing of its applicants and the payment of an annual fee of one hundred dollars (\$100.00).
4. An electrical contractor's registration will be issued upon the award of a passing score of 70% or higher on a 2-hour open book examination on the contents of the National Electrical Code as administered by the Ashtabula County Department of Building Regulations and the payment of an annual fee of one hundred dollars (\$100.00). The cost of the 2-hour open book examination is established in the current Ashtabula County Fee Schedules.

Note:

All electrical work pertaining to one, two, and three family dwellings shall comply with the 2013 Residential Code of Ohio and the 2014 NEC. All other electrical work for family dwellings in excess of three shall be performed by a state licensed electrical contractor and shall comply with the 2017 Ohio Building Code and the 2017 NEC.

Note: On December 14, 2018, the Board of Building Standards adopted the update to the Residential Code of Ohio based on the 2018 International Residential, this code will be enforced **effective July1, 2019.**

TO ACQUIRE A STATE LICENSE; CONTACT:

Ohio Construction Industry Licensing Board
6606 Tussing Road
Reynoldsburg, OH 43068
Phone: 614-644-3493
Fax: 614-728-1200
Email: dic.ocilb@com.state.oh.us
Website: <http://www.com.ohio.gov/DICO>

NOTE: All data fields must be completed; incomplete registrations will not be processed



2019 ANNUAL CONTRACTOR REGRISTRATION

REGISTRATION TYPE: NEW REGISTRATION RENEWAL REGISTRATION

CONTRACTOR TYPE: COMMERCIAL RESIDENTIAL

PLEASE CHECK ALL APPLICABLE:

GENERAL ELECTRICAL HVAC FIRE SUPPRESSION FIRE ALARM GAS PIPING
 FIRE/HOOD SUPPRESSION REFRIGERATION HYDRONICS SPECIALTY _____

COMPANY:

COMPANY NAME: _____ BUSINESS PHONE: _____
BUSINESS ADDRESS: _____ BUSINESS FAX: _____
CITY: _____ EMAIL: _____
STATE: _____ ZIP CODE _____ WEBSITE: _____

APPLICANT:

NAME: _____ *(NAME OF INDIVIDUAL ON STATE LICENSE, IF APPLICABLE)*
HOME ADDRESS: _____ HOME PHONE: _____
CITY: _____ MOBILE PHONE: _____
STATE: _____ ZIP CODE _____ EMAIL: _____

AUTHORIZED AGENTS

LIST THE NAME(S) OF THE INDIVIDUAL(S) WHO ARE PERMITTED TO SUBMIT AN APPLICATION ON BEHALF THE LICENSED INDIVIDUAL OR COMPANY.

NAME: _____ PHONE: _____
NAME: _____ PHONE: _____

ANNUAL CONTRACTOR REGISTRATION FEE:

\$100.00

CHECK OR MONEY ORDER PAYABLE TO:

ASHTABULA COUNTY BUILDING DEPARTMENT

MAIL BACK TO:

**ASHTABULA COUNTY BUILDING DEPARTMENT
25 West Jefferson Street
Jefferson, OH 44047**

BUILDING DEPARTMENT

Todd C. Nagy, AIA
Chief Building Official
tcnagy@ashtabulacounty.us



BOARD OF COMMISSIONERS

Casey Kozlowski
Kathryn L. Whittington
J.P. Ducro IV

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CONTRACTOR REFUND / CREDIT FORM

COMPANY:

COMPANY NAME: _____ BUSINESS PHONE: _____
BUSINESS ADDRESS: _____ BUSINESS FAX: _____
CITY: _____ EMAIL: _____
STATE: _____ ZIP CODE _____ WEBSITE: _____

APPLICANT:

NAME: _____ (NAME OF INDIVIDUAL ON STATE LICENSE, IF APPLICABLE)
HOME ADDRESS: _____ HOME PHONE: _____
CITY: _____ MOBILE PHONE: _____
STATE: _____ ZIP CODE _____ EMAIL: _____

REGISTRATION REFUND **REGISTRATION CREDIT**

BUILDING DEPARTMENT USE ONLY

AMOUNT TO BE REFUNDED: _____ NO. OF YEARS CREDITED: _____
REFUND PROCESS DATE: _____ REFUND ACCOUNT # _____
REFUND PROCESSED BY: _____ REFUND AUTHORIZED BY: _____