

**BUILDING DEPARTMENT**

Dennis D. Bowman, P.E.  
Chief Building Official  
ddbowman@ashtabulacounty.us



*Where great things happen.*

**BOARD OF COMMISSIONERS**

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

Date: November 15, 2019

Re: **2020 Contractor Registration**

**REGISTRATION REQUIREMENTS:** All 2019 registrations will expire on March 1, 2020, at which time the contractor types listed below will be required to obtain a 2020 registration to complete work in Ashtabula County.

The following items are required at the time of registration:

1. Complete the Annual Contractor Registration data sheet.
2. Submit a copy of your current certificate of liability insurance.
3. Provide a current copy of your state license (*specialty contractors only*).
4. Submit check or money order in the amount of \$100.00 payable to "Ash. Co. Bldg. Dept."\*
5. Provide a self-addressed, stamped envelope to receive a copy of your registration by mail.

**\*CONTRACTORS THAT NOTIFIED THE ASHTABULA COUNTY DEPARTMENT OF BUILDING REGULATIONS OF THE ACCEPTANCE OF A FUTURE REGISTRATION CREDIT RESULTING FROM THE 2015-2018 CONTRACTOR REGISTRATION ERROR ARE NOT REQUIRED TO SUBMIT THE \$ 100.00 REGISTRATION FEE. HOWEVER, THE REGISTRATION DATA SHEET, CERTIFICATE OF LIABILITY INSURANCE, AND STATE LICENSE (IF APPLICABLE) WILL NEED TO BE SUBMITTED TO COMPLETE THE REGISTRATION.**

All contractors will have until December 31, 2020 to notify the Ashtabula County Department of Building Regulations of their request to receive a refund or a future registration credit for contractor registration fees paid from 2015-2018.

**COMMERCIAL GENERAL CONTRACTORS:**

Per Resolution No. 2019-071, any individual, partnership, company, or corporation that will install, erect, repair, remove, or alter any commercial structure is required to be registered to perform general construction work by the Ashtabula County Department of Building Regulations. Registration requirements are listed above.

**COMMERCIAL SPECIALTY CONTRACTORS (HVAC, ELECTRIC, REFRIGERATION, HYDRONIC, FIRE SUPPRESSION, AND FIRE ALARM):**

All commercial specialty contractors must have a current Station of Ohio license issued by the Ohio Construction Industry Licensing Board (OCILB). Registration requirements are listed above. *Please provide a current copy of your state license when submitting your application.*

**RESIDENTIAL SPECIALTY CONTRACTORS: (HVAC, HYDRONIC, FIRE SUPPRESSION)**

Per Resolution No. 2019-071, any individual, partnership, company, or corporation that will install, erect, repair, remove, or alter any heating, ventilation, air conditioning, hydronic, or fire suppression equipment and or appurtenances in any residential structure is required to be registered to perform work by the Ashtabula County Department of Building Regulations. Registration requirements are listed above.

**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 or 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 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 2019 Residential Code of Ohio and the 2017 NEC. All other electrical work for family dwellings in excess of three shall dwelling units shall be performed by a state licensed electrical contractor and shall comply with the 2017 Ohio Building Code and the 2017 NEC.*

**NOTE: The 2019 Residential Code of Ohio became effective July 1, 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](mailto: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.**



## 2020 ANNUAL CONTRACTOR REGISTRATION

**REGISTRATION TYPE:**       NEW REGISTRATION       RENEWAL REGISTRATION

**CONTRACTOR TYPE:**       COMMERCIAL       RESIDENTIAL       BOTH

**PLEASE CHECK ALL APPLICABLE:**

*(\*Indicates a Current State of Ohio License is required for commercial applicants only; copy current license required)*

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**