



DEVELOPMENT DEPARTMENT

Chris Schmiesing, Community & Economic Development Director
201 West Water Street • Piqua, Ohio 45356
PH (937) 778-2049 • FAX (937) 778-0809
E-Mail: cschmiesing@piquaoh.org

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Re: Contractor Registration Information

To Whom It May Concern:

The City of Piqua Code of Ordinances section 150.002 requires all contractors who perform or contract to provide plumbing, hydronic, electrical, heating, ventilation, air conditioning, or refrigeration services as described by Ohio Revised Code (ORC) Chapter 4740 to obtain a certificate of registration from the City of Piqua in the manner hereafter described.

To obtain a certificate of registration please submit the following for each trade for which you will be performing or contracting to provide services.

- State of Ohio specialty contractor license pursuant to ORC chapter 4740
- Certificate of Insurance required by ORC 4740.06(B)(4)
- Certificate of Ohio Workers' Compensation in accordance with ORC 4121 and 4123
- An original surety bond in amount of \$3,000 to City of Piqua
- Payment of \$100 for master tradesmen and \$25 for each journeyman performing work under the supervision of the master tradesman (payable by check to City of Piqua)
- A signed application affirming no delinquent local taxes and compliance with all applicable laws, ordinances and regulations

Required documentation may be submitted via mail or delivered in person to:

City of Piqua
Development Department
201 W Water Street
Piqua, OH 45356

Please direct questions to Bethany Harp (937) 778-2049 or bharp@piquaoh.org

Sincerely,

A handwritten signature in black ink that reads "Chris Schmiesing".

Chris Schmiesing
Community and Economic Development Director

§ 150.002 REGISTRATION REQUIRED.

(A) Except as otherwise provided, no person, firm or corporation shall undertake, offer, perform, or contract to provide plumbing, hydronic, electrical, heating, ventilation, air conditioning, or refrigeration services as described by R.C. Chapter 4740, without first having obtained an appropriate certificate of registration from the city in the manner specified herein.

(B) The city shall issue to an applicant a certificate of registration indicating the trade in which the applicant is authorized to perform work as a master tradesman, if the applicant provides payment of \$100 and proof of the following:

- (1) Receipt of a State of Ohio specialty contractor license issued pursuant to R.C. Chapter 4740.
- (2) Insurance required by R.C. § 4740.06(B)(4).
- (3) Compliance with R.C. Chapters 4121 and 4123.
- (4) A bond in the amount of \$3,000.
- (5) An affidavit stating no local tax payments owed by the applicant are delinquent.

(C) The city shall issue to a master tradesman a certificate of registration indicating persons who may perform work as a journeyman under the supervision of the master tradesman in a trade the master tradesman is registered, if the master tradesman provides payment of \$25 for each person to be registered as a journeyman.

(D) The provisions of this subchapter shall not apply to federal, state or local governments, their departments, officers, agents, or employees while acting in their official capacity; nor shall the provisions of this subchapter apply to work performed on any manufactured equipment during its manufacture or testing; nor shall the provisions of this subchapter apply to any person installing, repairing, altering or adding to a system (in compliance with all applicable state and city regulations) of a detached one, two or three-family dwelling or any structure incidental to those dwellings, when the dwelling or structure is owned by him or her, and providing that all work will be performed by himself, herself or members of his or her immediate family.

(E) In the event of a violation of this chapter, the City Manager or a duly appointed representative shall be empowered to revoke the violator's certificate of registration previously granted. The involved licensee shall have the right of appearing before the City Manager or his or her duly appointed representative in his or her own behalf before his or her registration is revoked. He or she shall be duly notified by the City Manager or his or her duly appointed representative of the time and place of hearing on revocation. No application of a contractor whose registration has been revoked by the City Manager or a duly appointed representative shall be entertained until after the expiration of six months following the revocation.

(Ord. 8-06, passed 5-1-06)

CITY OF PIQUA, OHIO

CONTRACTOR REGISTRATION APPLICATION

BUSINESS NAME	
ADDRESS	
CITY, STATE, ZIP CODE	
TELEPHONE NUMBER	
EMAIL ADDRESS	

List all Tradesmen: (attach additional sheet if needed)

Name	Master or Journeyman	State of Ohio License #	Trade * E,P, HVAC	Commercial Or Residential ONLY	Fee

* E = Electric P = Plumbing HVAC = Heating, Ventilation and Air Conditioning

Fees: \$100 Master per Trade \$25 Journeyman per Trade Total:_____

State of Ohio Licensure is required to do Commercial work.

I agree to comply with all laws, ordinances, resolutions, and public regulations relating to my occupation as a specialty contractor doing business in the City of Piqua, Ohio. I further affirm that no delinquent local taxes are owed.

Signature

Date

+++++
Office Use Only

Amount Received _____

Date _____

Cash or Check _____

Completed By _____

Receipt # _____

Contractor Registration Requirements	
Document	Details
Application	Listing all tradesman
Current Certificate of Insurance	City of Piqua listed as Policy holder
Original Surety Bond	\$3,000
OH State Contractor License	Commercial <u>Only</u>
Payment	\$100 – Per Master <u>There must be atleast one Master</u> \$25 – Per Journeyman