



Village of Newburgh Heights Building Department

3801 Harvard Avenue, Newburgh Heights, OH 44105

216-641-4654 (P) ♦ 216-641-2712 (F)

newburghheightsohio.weebly.com

Monday-Friday, 9am-5:30pm

2019 Contractor Registration Instructions

If you plan to work in Newburgh Heights during 2019, you must submit an application, provide a bond, proof of insurance, and where applicable, provide a copy of your State of Ohio License. Please note that in 2019 the required bond amount has increased as per Codified Ordinance *1349.06 Bond, Refund and Forfeiture*. Attached is a copy of the ordinance for you to review and accept (see disclaimer on the *2019 Contractor License Registration* form).

The Building Department will begin to process registrations on January 1, 2019. Registration certificates and receipts will be mailed unless you provide an email address and indicate that you want your certificate/receipt emailed.

Remember, to be a Registered Contractor in the Village of Newburgh Heights you must provide;

- Provide a bond in the amount of no less than \$10,000.00 (on your insurance company's letterhead with seal),
- Proof of Liability Insurance in the amount of no less than \$300,000.00 (original certificate is required showing the Village of Newburgh Heights at the Certificate Holder),
- Payment of the annual Contractor Registration Fee in the amount of \$85.00 per application. Checks should be made payable to the Village of Newburgh Heights. Do not send cash. At this time we are unable to process credit card payments.

Be advised that in addition to being registered with the Village of Newburgh Heights that all required permits must be obtained prior to beginning any work within Newburgh Heights.

The Building Department looks forward to working with you in 2019. For all information related to Housing and Building issues, contact us Monday-Friday from 9am-5:30pm. Most forms, guidelines and other helpful information can be found on our website.