



**Village of Newburgh Heights**  
**Building Department**  
**4000 Washington Park Blvd.**  
**Newburgh Heights, Ohio 44105**  
**Phone 216-641-4654 Fax 216-641-2712**  
[www.newburghhtsoh.gov](http://www.newburghhtsoh.gov)

Dear Contractors,

To be a registered contractor with The Village of Newburgh Heights and be in compliance with Ordinance 1970.36 the following is required:

- A completed Contractor Registration Application with and drawings that are required. ( *Application will expire at the end of calendar year* )
- Have a bond in the amount of no less than \$ 5000.00. ( *On your Insurance Companies Letterhead* )
- Have a minimum of \$ 300,000.00 in Liability Insurance. ( *Original Certificate is required showing The Village of Newburgh Heights as the Certificate Holder.* )
- A fee of \$ 85.00 is required per calendar year.

Please be advised that prior to beginning any work within The Village of Newburgh Heights the appropriate permits must be secured. Also, when work is complete be sure to contact The Building Department to have an inspection to assure all Ordinances are met to Village code.

Should you have any questions feel free to contact our office. Thank you for your time and attention to this matter.

*Dave Faciana Jr.*

Dave Faciana Jr.  
Building Commissioner



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**CONTRACTOR LICENSE REGISTRATION**

**HVAC, PLUMBING, SEWER, ELECTRICAL, GENERAL CONTRACTOR**  
**REGISTRATION FEE \$ 85.00**

<b>CONTRACTOR INFORMATION</b>		
APPLICATION DATE:		
COMPANY NAME:		
ADDRESS:		
CITY:	STATE:	ZIP CODE:
OFFICE PHONE #:	CELL #:	
FAX #:		
EMAIL ADDRESS:		
PRIMARY CONTACT:		

**REGISTERING AS:**

- GENERAL CONTRACTOR
- MASONARY CONTRACTOR
- HVAC CONTRACTOR\*\*\*
- ELECTRICAL CONTRACTOR\*\*\*
- PLUMBING AND/ OR SEWER CONTRACTOR\*\*\*

\*\*\* INDICATES A COPY OF STATE LICENSE MUST BE PROVIDED WITH APPLICATION.

PRINT NAME:	DATE:
SIGNATURE:	DATE:
<small>I HEREBY AGREE TO CONTACT THE BUILDING DEPT. FOR ALL REQUIRED INSPECTIONS AND TO COMPLY WITH ALL ORDINANCES OF NEWBURGH HTS, OHIO RELATING TO THE WORK PERFORMED UNDER SAID PERMIT.</small>	
<b>For Office Use Only</b>	
BUILDING OFFICIAL:	Date:
AMOUNT:	CASH / CHECK #: