

NOTICE

ALL MASTER REGISTRATION APPLICANTS

City of Middletown Codified Ordinances Nos. 1416 1422, 1428 and 1430 require that every person working on the job site be registered to work in the city. They must possess a master, journeyman, or apprentice registration issued by the Division of Building Inspection.

Master registrations can be issued upon:

Providing a State of Ohio Certificate for the trade you desire to become registered in, providing a certificate of insurance in the minimum amount of \$300,000 and paying the required fee of \$200.00.

An underground utility contractor registration can be issued to contractors working on water and/or sewer lines after taking and passing the City of Middletown exam. The exam fee is \$200.00. After passing the exam the contractor must provide a certificate of insurance in the minimum amount of \$300,000.

A \$10,000 performance bond is required for ALL Underground Utility Contractors or any plumber working in the right-of-way. Permits for Water Service, Sanitary or Storm Sewers WILL NOT be issued if a Bond is not on file with the City of Middletown, Division of Building Inspection.

Journeyman registrations are only issued upon paying the required fee of \$50.00, and passing the City of Middletown examination.

Apprentice registrations can be issued by payment of the required fee of \$20.00. The applicant must fill out an application that is signed by the master registration holder of the company for whom they are working.

Underground Utility Installer registrations can be issued by payment of the required fee. The applicant must fill out an application that is signed by the master registration holder of the company for whom they are working.

IMPORTANT

Registered apprentices must work under the direct supervision of either a master or journeyman contractor, registered with the City of Middletown.

No more than 5 registered apprentices can be on a job site for each master or journeyman on the site.

Applications can be found on the City of Middletown website at:

<https://www.cityofmiddletown.org/178/Applications-Fees>

**CITY OF MIDDLETOWN, OHIO
REGISTRATION APPLICATION FOR MASTER CONTRACTOR**

Date: _____

NAME OF APPLICANT _____

COMPANY INFORMATION TRADE _____

ARE YOU? OWNER ____ PARTNER ____ OTHER ____

NAME OF COMPANY _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE (_____) _____ CELL PHONE (_____) _____

E-MAIL _____

HOME ADDRESS _____

CITY/STATE/ZIP _____

PHONE (_____) _____

Mailing Address Preferred: Business Home

Before issuing your license we will need:

- a. \$200 registration fee (Payment can be made with cash (in office only), check, money order, Visa or Mastercard)
- b. A copy of your current Contractor License from the State of Ohio
- c. Submittal of general liability insurance in the minimum amount of \$300,000 naming City of Middletown as certificate holder
- d. Submittal of \$10,000 performance bond if applying for a Plumbing license and will be working in the right-of-way

JOURNEYMAN INFORMATION: Please list all journeymen working for you (licensed or to be licensed in Middletown).

APPRENTICE INFORMATION: Please list all apprentices working for you (registered or to be registered in Middletown).

I solemnly swear/affirm that the answers and/or responses I have made on this application are complete and true to the best of my knowledge.

NAME (print) _____ SIGNATURE _____

Division of Building Inspection • One Donham Plaza • Middletown, OH 45042 • (513) 425-7974 Fax (513) 425-7921