

**CITY OF HIGHLAND HEIGHTS  
5827 HIGHLAND ROAD  
HIGHLAND HEIGHTS, OH 44143**

**CONTRACTOR REGISTRATION GUIDELINES**

The City of Highland Heights requires registration of all contractors performing work within the City, in accordance with Chapter 1313 of the Building Code of this City.

The annual fee for this registration is:

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|---------------------|---|----------|
| General Contractors | - | \$100.00 |
| Sub-Contractors     | - | \$ 50.00 |

Each contractor is required to furnish the following items in addition to completing the Application for Contractor's Registration form.

1. Evidence of insurance (Certificate of Insurance) for bodily injury in the amount of \$100/\$300,000 and for property damage in the amount of \$50,000 minimums.
2. An endorsement naming the City of Highland Heights as additional insured.

NOTE: If you were registered in Highland Heights last year, please indicate RENEWAL in the block before Federal Tax I.D. Number.

FORWARD APPLICATION TO:

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| Building Department<br>City of Highland Heights<br>5827 Highland Road<br>Highland Heights, OH 44143 |
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ALL ELECTRICIANS, HVAC, PLUMBING AND REFRIGERATION CONTRACTORS REGISTERING ARE REQUIRED TO SUBMIT A COPY OF A LICENSE AS ISSUED BY THE STATE OF OHIO DEPARTMENT OF INDUSTRIAL RELATIONS, CONSTRUCTION INDUSTRY EXAMINING BOARD.

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| <b>Building Department Telephone:</b>  | <b>440-442-7403</b> |
| <b>Building Department Fax Number:</b> | <b>440-473-1994</b> |