

REGISTRATION – CITY OF OBERLIN

The following items are necessary for Registrations to be issued for the City of Oberlin.

BONDS ARE NO LONGER NEEDED!!!!!!

1. Registration Fee –**New**– A charge will be assessed for each registration checked on application form up to and including a total of four (4) max.

Initial Application, fee for single trade or sub trade \$100.00
+ Each additional trade or sub trade checked (up to 3) \$ 75.00 each
(Total for 4 \$325.00)

Renewal Application, fee for single trade or sub trade \$ 75.00
+ Each additional trade or sub trade checked (up to 3) \$ 50.00
(Total for 4 \$225.00)

****RENEWAL has to be prior to March 1 and only from the PREVIOUS YEAR****

2. Certificate of Insurance (\$300,000/\$500,000 for liability and in the amount of \$100,000 for property damage) naming the City as **ADDITIONALLY INSURED.**
3. Completed R.I.T.A. form for initial application. (attached)
4. Completed application form. (attached)
5. A **CURRENT** copy of State License for Electrical, HVAC, Plumbing, Hydronics and Refrigeration.
6. **Submittal by mail must include a Self-Addressed Stamped Envelope.** If not included, registration will not be mailed.

It will not be possible to issue a REGISTRATION if one of the above items has not been completed or enclosed.

If you have any questions concerning the above, please do not hesitate to call the Building Division.

Building Division
City of Oberlin
(440) 774-3428