



CITY OF PARMA

CONTRACTOR'S REGISTRATION REQUIREMENTS

The following items are required by the City of Parma Building Department, pursuant to Codified Ordinance 1501.36 for contractor registration:

Contractor's Surety Bond

The contractor's surety bond must be completed by your insurance company in the amount of \$25,000.00. If you are a concrete supplier, the amount of the surety bond is \$200,000.00. The CITY OF PARMA BOND FORM MUST BE USED BY THE INSURANCE AGENT. The surety bond expires December 31 of the current year.

Certificate of Insurance

The following items are required on your Certificate of Insurance

- Minimum \$300,000 general liability per occurrence;
- Minimum \$300,000 general aggregate;
- Ten (10) days notice of cancellation of the policy; and
- The City of Parma must be named additional insured. Additional insured is not the same as certificate holder.

State of Ohio License

Plumbing, Electrical, and HVAC contractors are required to supply the Building Department with a copy of the current license from the State of Ohio. Fire alarm, fire suppression, and fire sprinkler contractors are required to submit a copy of the current State of Ohio Fire Marshall's License.

Tax Delinquency Letter

The contractor must present to the Building Department a document from the Parma Tax Department stating "there are no tax arrearages currently on record with the Parma Tax Department. There may be tax delinquencies, but at this point in time none are document." The Tax department will not issue this document to the contractor until all documented delinquencies are "paid in full". (C.O. 1501.36, 08/07/07)

The Parma Tax Department may issue this document only to the contractor and/or his designee. By law they are not permitted to issue this document directly to the Building Department.

All documents not uploaded should be either brought to the Building Department between the hours of 8:30 AM and 4:00 PM Monday through Friday or mailed to:

City of Parma

Attn: Building Department

6611 Ridge Road

Parma, OH 44129

Applications will not be approved until all information is received. The City of Parma Codified Ordinance 1501.15, entitled "Permits Required: Surcharges" states that all permits must be obtained prior to commencing any work. Failure to comply with this ordinance will result in a \$500.00 penalty fee being assessed.