

**---- FAYETTE COUNTY BUILDING DEPARTMENT ----**

121 E. East Street - Washington C.H., Ohio 43160 P (740) 335.2212 F (740) 335.6644  
Fayette County Website [www.fayette-co-oh.com](http://www.fayette-co-oh.com)

**CONTRACTOR REGISTRATION**  
**APPLICATION INSTRUCTIONS**

**All commercial contractors and sub-contractors working in Fayette County, Ohio, are required to register with the Fayette County Building Department.**

**All residential contractors and sub-contractors working in Fayette County, Ohio, outside the City of Washington Court House are required to register with the Fayette County Building Department.**

**REGISTRATION REQUIREMENTS**

- 1) Contractor Registration Application.** Complete application for each type of registration.
- 2) Proof of Surety Bond with Original Signature & Stamp/Seal.** A \$10,000.00 Surety bond is required and will be held by the Fayette County Building Department. The surety bond is to include start and end dates, bond number, name, address and phone number of the insurance agency issuing the bond. County bond forms and/or company issued Surety Bonding forms may be used.
- 3) Payment of Registration Fee.** A \$125.00 (check or money order only – no cash accepted) registration fee payable to “Fayette County Building Department” shall be included with the application. Annual registration fees are not required with the annual submission of a continuation bond that has not lapsed. A lapsed bond will require a contractor to re-register and re-payment of the registration fee.
- 4) Verification of State License.** Commercial contractors in specialty trades (Electrical, HVAC, Refrigeration, Plumbing, and Hydronics) shall provide copy of State License.

**Submit to the Fayette County Building Department for Contractor Registration.  
Contractor registration must be completed prior to start of work on a project.  
Inspections will not be scheduled until contractor registration is complete.**

Questions regarding contractor Registration may be directed to the Fayette County Building Department.

**Fayette County Building Department**

Craig K. Breedlove, Building Official  
[craig.breedlove@fayette-co-oh.com](mailto:craig.breedlove@fayette-co-oh.com)

**Hours:**

M - F  
7:30 AM - 4:00 PM (Closed Lunch - 12 to 1)

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**CONTRACTOR REGISTRATION APPLICATION**

Application Date: \_\_\_\_\_

**CONTRACTOR TYPE** (choose only one per application)

- General Contractor (GC)     Site Work (SW)     Masonry (MRY)     Rough Carpentry (RCP)
- Fire Protection (FIPR)     Electrical (ELC)     Drywall (DRW)     Finish Carpentry (FCP)
- Concrete (CON)     Plumbing (PL)     Home Improvement Contractor (HI)
- Heating, Ventilating, Air Conditioning (HVAC)     Manufactured Home Installer (MHI)
- Other (OTR) \_\_\_\_\_ (specify)

**CONTRACTOR INFORMATION**

Applicant/Principal Contact Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Tax ID#: \_\_\_\_\_ or Social Security #: \_\_\_\_\_

State License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Principal Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I hereby state that the above are true and within my authority to make this application*

Questions regarding contractor Registration may be directed to the Fayette County Building Department.

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(to be completed by the Fayette County Building Department)

**Registration Number:** \_\_\_\_\_

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**CONTRACTOR REGISTRATION BOND FORM**

**KNOW ALL MEN BY THESE PRESENTS THAT,**

I/We, \_\_\_\_\_ (name of individual or company) Principal, located at \_\_\_\_\_ (address), \_\_\_\_\_ (city/village), \_\_\_\_\_ (state, zip), and \_\_\_\_\_ Surety

Company, a corporation duly licensed to do business in the State of Ohio are held and firmly bound unto the Fayette County Building Department, Obligee, located at 121 E. East Street, Washington Court House, Ohio, 43160, (740) 335-2212, Attn: Building Official, in the penal sum of \$10,000.00 (Ten-Thousand Dollars and 00/100 Cents) lawful money of the United States, for representatives, jointly and severally by these presents.

**THE CONDITION OF THE ABOVE OBLIGATION IS SUCH,**

That whereas, the Principal has been registered as a Contractor or Sub-contractor by the Obligee.

**NOW THEREFORE,**

The said Principal shall faithfully perform the duties and in all things comply with resolution Journal G, Page 309 including all Amendments thereto, pertaining to the registration or permit applied for, then this obligation to be void, otherwise to remain in full force and effect for a period of one year, commencing on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ and ending on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ to be renewed yearly by a continuation certificate.

This bond may be terminated at any time by the Surety Company upon written notice to the Fayette County Building Department and to the Principal, and addressed to Fayette County Building Department named herein. At the expiration of 30 (thirty) days from the mailing of said notice, this bond shall terminate, and the Surety shall thereupon be relieved from any liability for any acts of omissions of the Principal subsequent to the date The Surety shall not be liable for more than the penalty of the bond, regardless of the number of claims made against the bond or the number of years the bond remains in force.

**DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_.**



Principal (Signature) \_\_\_\_\_

Bond Number \_\_\_\_\_  
(please Print)

Insurance Agency Issuing Bond \_\_\_\_\_

Attorney in Fact \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_