

FAYETTE COUNTY BUILDING DEPARTMENT
121 E. EAST STREET
WASHINGTON CH, OHIO 43160
740 335-2212
740 335-6644 FAX

**CONTRACTOR REGISTRATION PROGRAM APPLICATION
INSTRUCTIONS**

The Fayette County Building Department's Contractor Registration Program took effect on June 1, 1997.

ALL contractors (including sub-contractors) working in Fayette County are required to register with the Building Department.

In order to register, contractors must:

1. Obtain a \$10,000 surety bond. The **ORIGINAL SURETY BOND WITH STAMP OR SEAL will be held by the County. The surety bond will need to show beginning and ending dates, the bond number and the name, address and phone number of the insurance agency issuing the bond. Bonds on old forms will not be accepted.**
2. Fill out the program application.
3. Pay a first time registration fee of **\$125.00 made out to the Fayette County Building Department.** *(No fee for annual renewal will be required, conditioned upon the original continuation bond with stamp or seal being received before the current bond lapses. If bond lapses, \$125.00 will be due upon new registration). Cash is **not** accepted please pay with check or money order.*
4. **Effective September 16, 2004, Senate Bill 179 states the act prohibits a municipal corporation and a board of county commissioners from registering an unlicensed specialty contractor who is required to be licensed under the Construction Industry Licensing Law. (Secs. 715.27(F) and 3781.102(H).)**

Please bring your state license with you at time of registration or have a copy of it for our records.

Registration must be completed in order for inspections to be performed and/or Certificate of Use and Occupancy to be issued. Registration status will be confirmed prior to the scheduling of inspections.

If you have any questions, please feel free to contact the Building Department. Thank you for your cooperation.

Registration may be completed by mail, if necessary.

Thank You,
Jay Myers
Chief Building Official

OFFICE HOURS
Monday through Friday
7:30 – 12:00 & 1:00 – 4:00
INSPECTIONS
Monday through Friday
9:00 - 4:00