

The Village of Northfield

199 LEDGE RD
NORTHFIELD VILLAGE, OHIO 44067
330-467-7139 #20; Fax: 330 908 7014
Harold Jason Walters
Building Inspector

Building Department

CONTRACTOR/SUBCONTRACTOR REGISTRATION:

In order to register as a contractor working in the Village of Northfield, the following are to be sent AS A COMPLETE PACKAGE to the Village of Northfield Building Department.

Village of Northfield
Attn: Dept. of Public Works
199 Ledge Rd
Northfield, OH 44067

The Village of Northfield requires completion of the following:

- *1. **Registration Fee – Payable to The Village of Northfield:
Residential/Business/Commercial: \$ 100.00**
- *2. **Contractor/Subcontractor registration application: Fill out the form and submit.**
- *3. **BOND-\$ 10,000.00 bond for Residential work-On a generic bond form obtained from your insurance company.
\$ 25,000.00 bond for Commercial work – On a generic bond form obtained from your insurance company.**
- *4. **Certificate of Insurance – From your insurance company, Northfield Village as additional insured.**
- *5. **CCA-Cleveland Central Collection Agency of Taxation Form-Complete and submit only if you are working more than 12 days on the job.**
- *6. **Include a self-addressed, stamped envelope.**
- *7. **ALL contractors must submit a copy of the signed contract from the customer with the completed application forms or no permit will be issued.**

Once all the required information is received, a Certificate of Registration will be issued for work performed within the Village of Northfield. All registrations expire on the last day of the current year. **NOTE:** Failure to include any of the 1-6 items listed above will result in the return of all paperwork and a delay in the registration of your company. Thank you in advance for your cooperation.