

CITY OF TOLEDO – Division of Building Inspection 419-245-1220
HOME IMPROVEMENT AND REMODELING CONTRACTOR EXAMINATION

Pursuant to Toledo Municipal Code, Chapter 1313, no person shall engage in any capacity in the business of home improvement and remodeling without first obtaining a license therefor. This includes all construction, remodeling, alterations, improvements, renovations, and alterations including but not limited to roofing, siding, additions, swimming pools, fences, alterations, etc. Violations of Part 13 Building Code are punishable pursuant to 1319.99 Penalties for a misdemeanor in the first degree. You may be subject to \$1000 fine and/or 6 month incarceration.

To take the Home Improvement and Remodeling Contractor Examination, **applicants must meet specific examination/education requirements outlined on the application form** and pass the Building Contractor C ICC Examination. See attached sheet with information about the ICC exam.

To apply for the Home Improvement and Remodeling Contractor Examination, you must submit the attached application form with the following documents:

- 1) Copy of the ICC completion Certificate for **Building Contractor C.**
- 2) \$200 fee. \$175 will be refunded if the Board of Control determines that you do not meet the qualifications.
- 3) Forms documenting that you meet the requirements established by the Board of Control.

The application forms are reviewed by the Home Improvement and Remodeling Contractor Board of Control. If your application is approved, you will be notified in writing to appear for the **next scheduled** examination. Failure to do so will cause your application to be closed and no refund will be granted.

The Home Improvement and Remodeling Examination is administered by the City of Toledo and covers provisions of Toledo Municipal Code, Part 13 Building Code and the Part 11 Zoning Code.

The codes are available on the City of Toledo's Web Site www.toledo.oh.gov. Click on Municipal Code. Click Frames. Search for the sections of the code listed below. These codes are also available for purchase at One Government Center, Suite 1600, 419-936-2531 (or you may request the codes to be mailed to you) for the following fees:

Part 13 - \$10.60 (+\$2.21 postage) Part 11 - \$17.00 (+\$3.95 postage) Total for mailing both - \$33.76

This exam is open book allowing you to utilize your reference material noted above.

If you pass the examination, you will be required to submit a Certificate of Tax Registration from the City of Toledo Division of Taxation before a license can be issued and will be renewable annually.

BUILDING CONTRACTOR C – ICC EXAMINATION

Complete information for this examination (Exam ID: 616) can be obtained from:

www.iccsfe.org/contractor

Click on Ohio. Click on [2009 Toledo, Ohio Examination Information Bulletin](#)

Or call 1-888-422-7233

Further information can be obtained: www.iccsafe.org/certification/faq-exams.html

Click on Certification & Testing; www.pearsonvue.com/icc

Under Contractor/Trade Licensing, click on Locate Test Center

The closest test center is located at:

Maumee Pearson Professional Center
1789 Indian Wood Circle
Metro Woods Building
Suite 120
Maumee, OH 43537

Deadline March 27, 2009 for April 25, 2009 Examination
Deadline September 25, 2009 for October 24, 2009 Examination

CITY OF TOLEDO – Division of Building Inspection 419-245-1220
HOME IMPROVEMENT AND REMODELING CONTRACTOR EXAM APPLICATION

APPLICANT

Last Name: _____ First Name: _____ Middle Initial: _____ Suffix: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Telephones Number () _____ E-mail: _____ Social Security Number: _____

Height _____ Weight _____ Hair _____ Eyes _____ Date of Birth: _____ Male _____ Female _____

COMPANY

Company Name you will be operating under:

_____ Toledo Tax ID# _____

Business Address _____ City: _____ State: _____ Zip: _____

Business Telephone: _____ E-mail: _____ Fax: _____

Do you or have you ever held any other contractor, journeyman, or apprentice licenses or registrations with the City of Toledo? Yes _____ No _____ Type(s) _____

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Have you, or any firm or company in which you were a partner or officer ever:

Had any license, registration or application refused, suspended, canceled, revoked or withdrawn?		
Been involved in a legal action of any kind in which you, or your firm or company, were charged with any dishonest or unlawful act involving federal or state statutes or local ordinance of either a civil or criminal nature other than a traffic violation?		
Been involved in a bankruptcy proceeding, or been in receivership or been insolvent or assigned assets for benefit or creditors?		
Been suspended from the Veteran's Administration Loan guaranty program or has any action been instituted against you by the Federal Housing Administration?		
Are there any unsatisfied judgments against you?		

IF THE ANSWER TO ANY OF THE ABOVE QUESTIONS IS "YES", EXPLAIN FULLY (use back of application if necessary – give dates, locations, reasons, which type of license, name, revocations, nature of charges etc)

APPLICANTS MUST CHECK AT LEAST ONE OF THE FOLLOWING QUALIFICATIONS AND PROVIDE DOCUMENTATION AS OUTLINED BELOW OR THE APPLICATION WILL NOT BE ACCEPTED:

_____ Two-year degree in construction management, architecture or engineering Certificate must be attached.

_____ Licensed Journeyman in construction trade. Certificate must be attached.

_____ Worked in general building construction under a professional for a period of 36 months. The professional should be some person such as a licensed home remodeler, homebuilder, general contractor or similar knowledgeable person. Documentation should be in form of notarized statement from previous employer stating type of work you have done for at least the required three years. If this is not a local, recognized company, you should get proof of employment from a trade association, Building Inspection Department or Lending Institution from another city.

_____ Self employed on construction projects for 36 months. Proof of self-employment should be in the form of a notarized resume proving that you have been contracting for a minimum of three years (excluding relatives). Proof of both substantial work experience and dollar volume is absolutely required. References from customers shall be supplied. In addition, tax records shall be submitted as additional proof.

NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. LATE APPLICATIONS WILL NOT BE CONSIDERED. YOU MUST COMPLETE THE EMPLOYMENT HISTORY SHEET. YOU MUST SUBMIT ALL DOCUMENTATION AT TIME OF APPLICATION. FEE MUST ACCOMPANY THIS APPLICATION. MAIL TO CITY OF TOLEDO, P.O. BOX 844, TOLEDO, OH 43697 OR HAND DELIVER TO ONE GOVT. CENTER., SUITE 1600 @ INTERSECTION OF JACKSON & ERIE STREETS.)

It is specifically agreed by the applicant that any misrepresentation, false statement or fraud in, or in connection with this application shall be cause for revocation or suspension of a license thereon, or shall be cause for denial of application in addition to any other actions or penalties or both to which the applicant may be subject.

Applicant Signature

Sworn to and subscribed before me this _____ day of _____, 20_____
State of Ohio, County of Lucas

Notary Public _____ My commission expires on: _____

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TO BE COMPLETED BY THE BOARD OF CONTROL

Approved _____ Disapproved _____ Date _____ Chairman of Board _____

Test Date _____ Passed _____ Failed _____

Comments _____

EMPLOYERS starting with most recent - NAME AND ADDRESS	From MO YR	To MO YR	Position and Nature of Work	Reason for Leaving

References

List three Persons or Business References, NOT RELATED TO YOU.

Name

Address

Phone Number

Occupation

**Toledo Municipal Code - Section 1111.1101
"CERTIFICATES OF APPROPRIATENESS"**

The following is the text of Toledo Municipal Code "Certificates of Appropriateness."

1111.1101 Applicability: No contractor, owner or other person may make any environmental changes to any property designated as a historical landmark or within a designated historic district unless a valid written Certificate of Appropriateness has been issued by the respective Historic District Commission in accordance with procedures of this Section.

1111.1103 Initiation: Applications for a Certificate of Appropriateness for environmental changes upon landmarks or within designated historic districts shall be submitted directly to the Planning Director on forms provided by the Plan Commission, together with four complete sets of all applicable plans, designs, elevations, specifications and documents relating thereto.

1111.1104 No Retroactive Certificates: Applications for retroactive Certificates of Appropriateness shall not be accepted, and retroactive Certificates of Appropriateness shall not be issued.

1111.1105 Planning Director's Review and Report: Upon receipt of all pertinent documents, the Planning Director:

- A. must inform the applicant of the review procedures and application requirements;
- B. has the authority to request from the applicant additional pertinent information regarding the proposed environmental change;
- C. must inform the respective Historic District Commission members of the Certificate of Appropriateness applications.

City of Toledo
Division of Building Inspection

The undersigned applicant for a contractor license or registration with the City of Toledo, acknowledges his/her knowledge of Chapter 1111.1101 which requires the prior approval of the Historic District Commission having jurisdiction for any environmental changes to property within the historic district. Without limiting the generality of the foregoing, the undersigned hereby agrees to comply with the provisions of 1111.1101 of the Toledo Municipal Code.

Signature of applicant for license or registration

Print name of applicant

Date

City of Toledo License/Registration Application Number