

APPLICATION FOR CONTRACTOR REGISTRATION

APPLYING FOR: _____ Hydronics Contractor _____ Plumbing Contractor
_____ Electrical Contractor General _____ HVAC Contractor _____ Refrigeration Contractor

APPLICANT

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

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

Telephones # () _____ 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) _____

APPLICATION IS INCOMPLETE AND WILL NOT BE ACCEPTED WITHOUT THE FOLLOWING:

- 1) \$200 Application Fee
- 2) Copy of Current State License
- 3) Copy of Certificate of Tax Registration from City of Toledo Tax Department
- 4) Signed Certificate of Appropriateness Agreement
- 5) Certificate of Liability Insurance (HVAC & Refrigeration Contractors only)

Applicant Signature

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

Notary Public _____ My commission expires on: _____

=====
(OFFICE USE ONLY)

Approved _____ Date _____ Registration # _____

CITY OF TOLEDO



DIVISION OF TAXATION AND TREASURY

February 4, 2008

To Whom It May Concern:

The City of Toledo has a municipal income tax that is applicable to all construction work performed in the city. This construction activity is covered under Section 798.01 of the Toledo Municipal Code which requires tax registration when construction work is performed. In order to become registered with the City of Toledo Division of Taxation, you must complete the questionnaire on the reverse side of this letter. This questionnaire can be returned by facsimile at telephone number (419) 936-2318. A deposit of \$250 is required at time of registration. This deposit will be applied towards your estimated net profits income tax.

The rate of Toledo municipal income tax is two and one-quarter percent (2-1/4%). As an employer, you are required to withhold municipal income tax from all compensation paid to your employees while working inside the City of Toledo. You must also pay tax on net profits attributable to Toledo projects. Completing this questionnaire will enable us to furnish the proper forms to you to effect compliance with the Toledo Income Tax Ordinance and the Construction - Tax Registration Ordinance.

If your account number is listed under another name, please call the Division of Taxation at (419) 245-1662. And we will make the necessary changes to our database.

Thank you for your consideration in this matter.

Sincerely,

Division of Taxation and Treasury

Encl. ITL

Toledo Income Tax Questionnaire
City of Toledo, Division of Taxation & Treasury
One Government Center, Suite 2070, Toledo, OH 43604-2280
(419) 245-1662, FAX (419) 936-2318

FAILURE TO FULLY COMPLETE MAY RESULT IN DELAYS IN ESTABLISHING YOUR ACCOUNT

1. Name of Owner (s) _____ Soc. Sec. # _____
Business Phone _____
2. Name of Officer (if Corporation) _____ Officer's SS# _____
3. Business Name _____
4. Employer's Federal Identification Number _____
5. Proprietor's/Corporate Officer's Home Address _____ Home Phone _____
6. Business Address _____
7. Toledo Address _____
8. Mailing Address (if different) _____
9. Starting Date of Toledo Activities _____
10. Check off the type of Organization for Tax Purposes: Sole Proprietor (Schedule C Filer) _____;
Corporation (Form 1120 or 1120S) _____; Partnership (Form 1065) _____ (attach listing of partners
with names, addresses, and social security or federal identification numbers of partners); Association _____
11. Are there now or will there be employees subject to Toledo Income Tax? Yes _____ No _____
Will you be filing monthly (withholding > \$1,000/month)? Yes _____ No _____ Payroll starting Date _____
12. Accounting Period: Calendar Year? _____ or Identify Fiscal Year Ending _____
13. Nature of Business _____
14. Is local address the home office or a branch? _____
15. If your address is not in Toledo, do you conduct business within Toledo City limits? Yes _____ No _____
16. If you operate more than one place of business, give business name and location(s): _____

IF BUSINESS WAS OUTGROWTH OF ANOTHER, FILL IN BELOW

17. Name of Old Owner (s) _____
18. Business Name _____
19. Mailing Address _____
20. Type of Organization: Sole Proprietorship _____ Partnership _____ Corp. _____ Association _____
21. Nature of Change: Sale _____ Discontinuance _____ Change in Ownership _____ Other _____
22. Accounting Period: Calendar Year _____ Fiscal Year Ending _____

Date _____ SIGNATURE _____
TITLE _____

All City of Toledo licensed contractors are required to sign the form below prior to licensing or permit issuance. Return this form to One Government Center, Suite 1600, Toledo, OH 43604.

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

It is hereby agreed between the City of Toledo, Division of Building Inspection, and the undersigned registered contractor or other Contractor or permit applicant that the undersigned 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 forgoing, the undersigned hereby agrees to comply with the provisions of 1111.1101 of the Toledo Municipal Code, a copy of which appears above.

Chief Building Official
Building Inspection Division

Signature of license holder

Print name of license holder

Date

City of Toledo License Number