

CITY OF MANSFIELD

Mansfield Bureau of Building Inspections, Licenses and Permits
30 N. Diamond Street, Mansfield, OH 44902 PH (419-755-9688) Fax(419)755-9453

BUREAU OF BUILDING AND CODES DEPARTMENT CONTRACTOR REGISTRATION CHECKLIST

- **COPY OF CERTIFICATE OF LIABILITY INSURANCE.**
NOT LESS THAN:
\$100,000 per person.
\$300,000 per occurrence for bodily injury
\$50,000 per accident for property damage
- **PROOF OF COMPLIANCE WITH THE STATE OF OHIO WORKERS COMPENSATION LAWS.**
Note: If there are no other employees, a *signed and notarized* Sole Proprietor form (see attached) must be submitted in lieu of the Workers Compensation certificate.
- **MANSFIELD INCOME TAX DIVISION QUESTIONNAIRE. **New Registrations only.***
Must be completed and submitted at time of application. (A social security number can be used along with a copy of driver's license if the business does not have a Federal Tax ID).
- **COPIES OF ALL LICENSES ISSUED PURSUANT TO OHIO REVISED CODE CHAPTER 4740 BY THE OHIO CONSTRUCTION INDUSTRY EXAMINING BOARD, AND CERTIFICATE ISSUED PURSUANT TO OHIO REVISED CODE 3737.65 BY THE FIRE MARSHALL.**
- **REGISTRATION FEES \$100.00 NEW OR \$75.00 RENEWAL** (cash or check)
Make checks payable to the City of Mansfield.
- **PLEASE NOTE: REGISTRATION IS VALID FROM JANUARY 1 THROUGH DECEMBER 31 OF EACH CALENDAR YEAR AND MUST BE RENEWED YEARLY**

**ALL INFORMATION MUST BE CURRENT IN LICENSEE FILES AT ALL TIMES.*