

**TOWNSHIP USE ONLY**

Company Name: \_\_\_\_\_

GC

Sprinkler/Fire Supp

Sign

IF  CRL

Date Received: \_\_\_\_\_

Registration Number: CR - \_\_\_\_\_

Elec/Fire Alarm

HVAC/Refrigeration

Receipt Number: \_\_\_\_\_

Registration Expiration: 12 / 31 / \_\_\_\_\_



**Prairie Township  
Commercial Building and Zoning Dept.**  
25 Maple Drive  
Columbus, Ohio 43228  
(614) 982-2190 • (614) 878-0566 Fax  
www.prairietownship.org

New  
 Renewal\*  
\*See #3 Below

**\*\*\* Please submit completed application. Incomplete applications may be denied. \*\*\***

**Submission Checklist: (incomplete applications may be denied)**

- Completed Contractor Registration Application (completed and signed by the person chosen to be the responsible party for the company)
- Check for applicable fee made out to Prairie Township (\$100 per discipline)
- Copies of applicable licensing with City or State (copy of card is acceptable)
- Proof of Liability Insurance in the amount of \$300,000 naming Prairie Township as the Certificate Holder
- Notarized Surety Bond (with applicable Power of Attorney) in the amount of \$15,000 naming Prairie Township as the Oblige

**1. Company Information:**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Federal ID #: \_\_\_\_\_

**2. Contact Information:**

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address\*: \_\_\_\_\_

\*Providing an email address allows Prairie Township to email registration reminders

**3. Previous Registration with Prairie Township, if applicable: \_\_\_\_\_**

**Only current, unexpired items on file may be used from previous registration.**

- City/State License on File
- Insurance Certificate on File
- Bond and Power of Attorney on File

**4. Discipline Applying For:**

**\*\*Attach copy of City/State registration**

Application fee of \$100.00 per discipline due upon submission.

General Contractor\*\* No. \_\_\_\_\_ exp. \_\_\_\_\_

Electrical/Fire Alarm\*\* No. \_\_\_\_\_ exp. \_\_\_\_\_

Sprinkler/Fire Suppression\*\* No. \_\_\_\_\_ exp. \_\_\_\_\_

HVAC/Refrigeration\*\* No. \_\_\_\_\_ exp. \_\_\_\_\_

Sign Contractor No. \_\_\_\_\_ (COSA License No.)

Number of Disciplines Registered \_\_\_\_\_ x \$100.00 = \$ \_\_\_\_\_ (amount due)

**Certificate of Insurance: Complete information below and attach copy of policy.**

Insurance Company: \_\_\_\_\_

Insurance Amount: \_\_\_\_\_

Account Number: \_\_\_\_\_

Expiration: \_\_\_\_\_

Representative: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Certificate of Bond: Complete information below and attach notarized copy of bond. Prairie Township must be named as Oblige.**

Bonding Company: \_\_\_\_\_

Bond Amount: \_\_\_\_\_

Bond Number: \_\_\_\_\_

Expiration: \_\_\_\_\_

Representative: \_\_\_\_\_

Phone Number: \_\_\_\_\_

The undersigned hereby applies for a registration in Prairie Township, Columbus, Ohio. Under the ordinances establishing general provisions for the issuance of registration and permits and requiring the registration of the Contractors listed above.

The applicant agrees that they will conform to the rules and regulations of Prairie Township.

Print Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- ✓ \*\*General Contractors, Electrical, and HVAC contractors must provide proof (a copy) of State of Ohio or City of Columbus License.
- ✓ All contractors shall maintain a minimum of \$300,000 general liability insurance and provide documented proof of said insurance at time of application showing Prairie Township as certificate holder. It is the responsibility of the contractor to keep proof of insurance up to date. If the insurance lapses, the registration will be marked as EXPIRED until updated documents have been received. Previous years documents on file cannot be used – new copies must be provided.
- ✓ All contractors shall maintain a minimum of \$15,000 surety bond and provide documented proof of said bond at time of application showing Prairie Township as Obligee. If the bond lapses, the registration will be marked as EXPIRED until updated documents have been received. Previous years documents on file cannot be used – new copies must be provided.
- ✓ No permit will be processed until the Contractor Registration is approved. You may send a permit application with your registration application. Application must be signed and prior to submission and must contain all necessary additional documentation. Application fee is \$100 per discipline, per calendar year, due upon submission. Make checks payable to Prairie Township.
- ✓ This registration is revocable or may be suspended if the terms and conditions under which it is granted are violated. It is the responsibility of the contractor to ensure that the liability insurance, bonding and state license(s) are updated to remain valid and to prevent delays in processing permits and inspections. Work shall not be started without an approved permit.
- ✓ Falsification of a public document is a violation of the Ohio Revised Code, section 2921.13(a)(3), a misdemeanor of the first degree, punishable by up to six (6) months imprisonment and a fine of one thousand dollars (\$1,000.00) or both.