



THE CITY OF CANTON

THOMAS M. BERNABEL, MAYOR

BUILDING DEPARTMENT

APPRENTICE REGISTRATION AND JOURNEYMENT LICENSE REQUIREMENT CHECKLIST

All Registrations/Licenses EXPIRE on DECEMBER 31st each year

It shall be the responsibility of the applicant to provide appropriate proof and documentation of the following requirements simultaneously with their application and in proper form or all information will be returned to you.

Please remember that ALL REQUIREMENTS FOR RENEWALS ARE DUE BY DECEMBER 31ST of each year, or a late fee will be assessed.

APPRENTICE REGISTRATION

ELECTRIC (CCO 1313.06) PLUMBING (CCO 1315.09)

- Application completely filled out and **notarized**. (**Renewals** if any change of information)
- Photocopy of current Driver's License or State issued ID. (**Renewals** if any change of information)
- Apprenticeship Agreement Form ETA671 U.S. Department of Labor, Employment and Training Administration. (**Renewals** provide proof of continued enrollment)
- \$10 Application Fee.
- \$10 Registration/**Renewal** Fee.
- \$10 Late Fee (**Renewals** submitted after December 31st)

JOURNEYMAN LICENSE

ELECTRIC (CCO 1313.06) PLUMBING (CCO 1315.09)

- Application completely filled out and **notarized**. (**Renewals** if any change of information)
- Photocopy of current Driver's License or State issued ID.
- Proof/documentation of a minimum of four (4) years experience having worked as an electrician/plumber or a combination of practical experience and technical training from an electrician's/plumber's trade school approved by the U.S. Department of Labor, Bureau of Apprenticeship and Training
- Examination:
 - Approved by the Chief Building Official that the applicant has successfully passed the examination referred to in the Canton Ordinance.
 - OR through reciprocity from approved political subdivision within Stark County, Ohio.
 - OR State of Ohio Contractor's license obtained from O.C.I.L.B.
- \$20 Application/Re-examination Fee.
- \$15 License/**Renewal** Fee.
- \$20 Late Fee (**Renewals** submitted after December 31st).

If you should have any questions, please do not hesitate to contact this department.

MAKE CHECKS OR MONEY ORDER PAYABLE TO CITY OF CANTON

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THE CITY OF CANTON

THOMAS M. BERNABEL, MAYOR

BUILDING DEPARTMENT

CONTRACTOR REGISTRATION REQUIREMENT CHECKLIST

All Registrations EXPIRE on DECEMBER 31st each year

It shall be the responsibility of the applicant to provide appropriate proof and documentation of the following requirements simultaneously with their application and in proper form or all information will be returned to you.

Please remember that ALL REQUIREMENTS FOR RENEWALS ARE DUE BY DECEMBER 31ST of each year, or a late fee will be assessed.

CONTRACTOR REGISTRATION

- HOME IMPROVEMENT (CCO 1311) GENERAL CONSTRUCTION (CCO 1312)
- ELECTRICAL (CCO 1313) PLUMBING (CCO 1315)
- HVAC (CCO 1317) DEMOLITION (CCO 1319)
- Separate application **for each trade** completely filled out and **notarized**. (**Renewals** if any change of information)
- Photocopy of current Driver's License or State issued ID.
- Photocopy of current Ohio Department of Commerce Contractor License issued by the O.C.I.L.B. for Electric, Plumbing and HVAC Contractors.
- A properly executed bond on the City of Canton's form with the ending date of December 31, and signed on the principal line by the same person that holds the State certificate. The bond will also have to be signed by your insurance agent and sealed. (\$10,000 Surety Bond or \$50,000 for General Trades Contractor)
- A Certificate of Compliance from the City of Canton Income Tax Department must be provided by the contractor.
- Proof of current Worker's Compensation even if you are self-employed.
- Current Certificate of Liability Insurance. (\$500,000 \$1,000,000 for General Trades Contractor)
- Certification for Lead-Based Paint Poisoning Prevention. (Home Improvement Contractor)
- \$75 Application Fee.
- \$150 Registration/**Renewal** Fee.
- \$75 Late Fee (**Renewals** submitted after December 31st)

CONTRACTOR REGISTRATION

- FIRE SUPPRESSION FIRE MAIN FIRE ALARM
- Separate application **for each trade** completely filled out and **notarized**. (**Renewals** if any change of information)
- Photocopy of current Driver's License or State issued ID.
- Photocopy of current Ohio Department of Commerce License issued by the Ohio Division of State Fire Marshal for Fire Suppression and Fire Alarm Contractors.
- A Business & Corporation Information Sheet from the City of Canton Income Tax Department must be completed and signed on the back.

If you should have any questions, please do not hesitate to contact this department.

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