

**TOWNSHIP USE ONLY**

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

Registration Number: \_\_\_\_\_

GC

Fire Alarm/Supp

Electrical

HVAC/Refrigeration

Sign

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

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

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

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

**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. Discipline Applying For:**

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

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

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

Electrical\*\* No. \_\_\_\_\_ exp. \_\_\_\_\_

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

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

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

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

**4. Previous Registration Dates with Prairie Township:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. 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 stating Prairie Township as a certificate holder
- Proof of Surety Bond in the amount of \$15,000
  - Completed and notarized Contractor Registration Bond Form
  - Must include Bond Company, Representative, amount of bond, expiration, and bond number

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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 he 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 bond and provide documented proof of said bond at time of application showing Prairie Township as certificate holder. 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 notarized prior to submission and must contain any 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.