

## Contractors in the City of Sandusky

### ***When do I need a contractor?***

Owner/occupants of a one, two or three family structure may do the work on their own home – permits are still required. Owner/occupant means that you must be the owner as listed on the Erie County Tax rolls, will occupy the structure when the work is completed and perform the work yourself. If the work is for a new home or a major remodel before occupation, you must be the one that will reside at this address after the certificate of occupancy is issued. If you plan on doing the work yourself, you must sign an **affidavit** attesting that you are the owner and the occupant, that the work will be done by yourself or a member or your immediate family or member of your household and that you have the ability to do the work yourself.

If you have purchased a property to remodel and resell (flip) or if this is rental property then you cannot do the work yourself as an owner/occupant. You may however, **register as a contractor** and perform some of the work. (see registration requirements below)

Any work performed on structures which are 4 or more dwelling units or that are of a commercial nature must be done by **registered contractors**. Any structure that has a business and an apartment(s) is considered commercial.

### ***What is a contractor?***

“Contractor” means an individual, partnership, corporation, joint venture or other entity which builds, constructs, repairs, replaces, remodels, alters or otherwise improves any land or building or any portion thereof. This includes the “general” contractor as well as any “sub-contractors”.

### ***What are the requirements to register as a contractor?***

Building Contractors must provide the City with: information proving that they are compliant with the Bureau of Worker’s Compensation laws, proof of liability insurance, proof of registration with the City’s Income Tax Department. Building Contractors must pay an annual registration fee of \$100.00.

Building Contractors include but are not limited to: General Contractors, Framing Contractors, Roofing Contractors, Foundation Contractors, Fire Safety Contractors, etc.

Specialty Contractors must provide the City with: information proving that they are compliant with the Bureau of Worker’s Compensation laws, proof of registration with the City’s Income Tax Department and proof of the State of Ohio’s contractor license which is issued by the Ohio Construction Industry Licensing Board (OCILB). Specialty Contractors are licensed by the State of Ohio for the following trades: Electric, HVAC, Hydronics, Plumbing and Refrigeration. Specialty contractors must pay an annual registration fee of \$100.00. Specialty Contractors must display their license on items associated with the specialty contracting business. Such items may include business cards, vehicles containing the name of the business, advertisements and promotional materials. The City of Sandusky requires that contractors in these trades hold the State license to do residential as well as commercial work.

If a contractor holds registration in more than one of the Building or Specialty trades their registration has a \$200.00 annual maximum fee.

Excavators & Sewer Builders or Sidewalk Contractors must provide the City with: A surety bond and proof of liability insurance with the City of Sandusky named as co-insured. These contractors must pay an annual registration fee of \$25.00.

### ***I work for a Electrical or Plumbing contractor – am I required to register?***

Yes, apprentice registrations are for persons with no experience to a maximum of 5 years experience. The level of registration is based upon verifiable experience (1,2, 3, 4 or 5 years.) After approval by the Board of Examiners, an apprentice registration will be issued. Registered apprentices must be accompanied by a City of Sandusky registered journeyman or contractor at all times on the jobsite. After

your 5<sup>th</sup> year of working you must apply and pass the journeyman license examination to continue working in the City of Sandusky.

To license as a journeyman, you must complete an application and submit it to the examination board. Electrical applicants must have a minimum of 4 years verifiable experience, education, and training as an electrician. Plumbing applicants must have a minimum of 4 years verifiable experience as a practical plumber. Upon approval by the Board of Examiners, applicants must pass the journeyman examination.

Exams are offered once each quarter. Contact the Building Division offices at 419.627.5940 to obtain the schedule of exams.

### ***Why use a “Registered” Contractor?***

First, because it is a City of Sandusky requirement by ordinance. It also means that you are hiring a contractor who carries the proper credentials, liability insurance and has Worker’s compensation for their employees. Specialty contractors must meet State of Ohio requirements which include training, experience and examinations in their trade, as well as maintain continuing education. It’s a fact that the five specialty trades can blow up, burn down or flood a building. If they hold a State license it means that the State of Ohio recognizes that company as being knowledgeable enough and having enough skills to trust them with other people’s lives. The registration and/or State license does not guarantee that a contractor is a “good” contractor but does show the contractor obeys the law and understands the consequences for not doing so. The State of Ohio encourages the local building departments to have registrations in place for contractors. Lists of registered contractors are available through the building department office, by email and are posted on our website. You may call the office to determine if a contractor you are interested in using is registered and find other projects that contractor has worked on. We also recommend that you check with the Better Business Bureau and the Chamber of Commerce.

Whether you hire a contractor or do your own work, the inspectors of the building department are here to make sure your project proceeds safely and meets the minimum code requirements. Anytime you have a question call the building department offices at 419-627-5940.