

# Village of South Amherst

103 West Main Street

South Amherst, OH 44001-2923

Office: 440/986-2222 #5 Fax: 440/986-2270

Email: [recordsclerk@southamherst.org](mailto:recordsclerk@southamherst.org)

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To: All Contractors

Re: Contractor Registration – 2021

All contractors, including sub-contractors, working in the village of South Amherst for the 2021 year must be registered. The fee for registration is \$75.00 for the first year and \$50.00 for every year after (Ordinance 1599-18). You must have a certificate of insurance indicating at least \$100,000.00 liability on file. You must also have \$50,000.00 property damage insurance, or permits will not be issued.

If you have questions: Laurie Beran, Records Clerk 440-986-2222 option 5  
or email: [recordsclerk@southamherst.org](mailto:recordsclerk@southamherst.org)

Please make checks payable to: The Village of South Amherst

Mail to: Village of South Amherst  
Building Department  
103 West Main St  
South Amherst, Oh 44001

Documents needed: Certificate of Insurance  
Workers' Compensation Certificate (copy)  
Copy of current license  
Proof of Property Damage Insurance

Village of South Amherst  
Application for Contractor's License

Application is hereby made for a license to engage, as a \_\_\_\_\_ Contractor, in the construction, alteration, removal and/or demolition of buildings and structures, as a business for profit in the Village of South Amherst, for the year 2021 or part of said year now remaining, under the provisions of the Building Code for the Village of South Amherst. (Ordinance 1600-18) Regulations of the Division of Buildings.

Business Name: \_\_\_\_\_ Fed ID or SSN \_\_\_\_\_

DBA: \_\_\_\_\_ Fiscal Yr End \_\_\_\_\_

Owner/President \_\_\_\_\_ Type of Ownership:

Address: \_\_\_\_\_  Individual  Partnership

\_\_\_\_\_  Corp  LLC

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

Phone # (\_\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

Job Site: \_\_\_\_\_

- Requirements:
1. Liability Insurance (\$100,000 minimum)
  2. Copy of current State of Ohio Certification for Plumbing, HVAC, General, Electrical Contractors, and other required for industrial work.
  3. New "Generals" must have a current registration from a major city.
  4. Property Damage Insurance (\$50,000 minimum)

Fees: \$75.00 first year and \$50.00 each year after for all contractors including subcontractors.

**Payroll Withholding and Net Profit Tax Information**

Each employer doing business within the village limits is required to deduct the tax of 1.0% from the gross wages of their employees. This amount must be remitted on a monthly or quarterly basis to: South Amherst Income Tax Department, 103 W Main St, South Amherst, Oh 44001. A net profit return must also be filed with the tax department. Forms for withholding and net profit will be sent to your business at your address above. If you wish to have them mailed to a different address or you use a payroll service for withholding, please notify the tax office at [\(440\)988-2877](tel:440988-2877).

The above statements are hereby certified to be correct.

\_\_ Annual fee in the amount of \$ \_\_\_\_\_ is enclosed.

\_\_ Certificate of Insurance indicating \$100,000.00 liability is enclosed.

New application \_\_\_\_\_ Renewal of License No. \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_