

Village of South Amherst

103 West Main Street

South Amherst, OH 44001-2923

Office: 440/986-1061 Fax: 440/986-2270

Email: recordsclerk@southamherst.org

To: All Contractors

Re: Contractor Registration – 2022

All contractors, including sub-contractors, working in the village of South Amherst for the 2022 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.

Reminder of Ordinance 1305.01 Building Permit Required

(a) It shall be unlawful for any person to alter, build, or repair any structure without first obtaining an approval and permit from the Building Official, and a permit from the Zoning Official (if necessary) of the Village of South Amherst to do such work.

(g) Failure of owner to obtain a building permit prior to commencement of work shall result in a building permit fee amount equivalent to original fee plus two times the permit fee amount.

If you have questions please contact; Laurie Beran, Records Clerk 440-986-1061
or email: 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 2022 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.

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: _____