



**The City of Steubenville
Planning & Zoning Commission
Building Inspection Division**

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Planning and Zoning Commission
Building Inspection Division
308 Market Street, Room 205
Steubenville OH 43952
(740) 283-6000 extension 1700

NOTICE TO CONTRACTORS

Please be advised that your Contractor's Registration for the City of Steubenville is now due and payable upon receipt of this letter.

In order for you to register for the current year the following documents and information must be submitted to update your file:

- (1) Application for Contractor Registration and **ALL Sub-Contractors.**
- (2) Copy of current Workmen's Compensation Certificate
- (3) Copy of current Certificate of Liability Insurance
(Minimum - \$100,000/\$300,000)
- (4) Updated Business Questionnaire (City Income Tax Office)
- (5) Contractor's License Fee as follows:
 - (A) **\$100.00** Commercial & Residential (over \$100,000)
 - (B) **\$ 75.00** Commercial & Residential (\$30,000 to \$100,000)
 - (C) **\$ 50.00** Residential Only (up to \$30,000)
- (6) **Mechanical Contractors (ELECTRICAL, HVAC, REFRIGERATION & HYDRONICS)
MUST SUBMIT OHIO STATE CERTIFICATION FOR CITY REGISTRATION FOR
ALL MECHANICAL CONTRACTORS**

Upon receipt of all of the above, your contractor's registration will be issued. Effective date of registration is from July 1st through June 30th.

Failure to register will preclude your company and any of your sub-contractors from doing business within the City of Steubenville.

Thank you for your immediate attention to this matter and if you have any questions regarding the above please feel free to contact our office.

Anthony Bodo, Chief Building Official