



CONTRACTORS REGISTRATION REQUIREMENTS

The following items are required by the City of Parma Building Department, pursuant to Codified Ordinance 1501.36 and / or 1501.17 for contractor registration:

1. **YOU MUST REGISTER AS ONE OF THE FOLLOWING:** General, Electrical, HVAC, Plumbing, Low Voltage, Fire Protection, Landscaping or Specialty Contractor.
2. The following items are required on your certificate of insurance:
 - A. Minimum \$300,000 general liability per occurrence;
 - B. Minimum \$300,000 general aggregate;
 - C. Ten (10) days notice of cancellation of the policy; and
 - D. **The City of Parma must be named additional insured. Additional insured is not the same as certificate holder.**
3. The contractor's surety bond must be completed by your insurance company in the amount of \$25,000.00. If you are a concrete supplier, the amount of the surety bond is \$200,000.00. If you are a landscaper, the amount of the surety bond is \$3,000.00.
 - a. **THE CITY OF PARMA BOND FORM MUST BE USED BY THE INSURANCE AGENT.** The surety bond expires December 31 of the year. **BONDS SENT SEPARATELY WITHOUT THE ENTIRE REGISTRATION PACKET WILL NOT BE ACCEPTED.**
4. Plumbing, Electrical and HVAC contractors are required to supply the Building Department with a copy of their current license from the State of Ohio. Fire alarm, fire suppression and fire sprinkler contractors are required to submit a copy of their current State of Ohio Fire Marshall's License.
5. A City of Parma Tax Delinquency letter.

The registration fee is as follows:

- a. Renewal registration prior to January 31 is \$90.00. You must have been registered for the previous year to be eligible for this price; or
- b. Renewal registration after January 31 is \$125.00.
- c. New contractor registration is \$125.00.
- d. Cost of registration is \$250.00, if performing work before finalizing registration.
- e. If only performing landscaping, the cost of registration is \$50.00.

Click [HERE](#) to complete the registration process online at our portal.

If you have any questions, please contact the Building Department at (440) 885-8030.