

The Village of Northfield

68 HOUGHTON ROAD
NORTHFIELD VILLAGE, OHIO 44067
330-467-7139x20; Fax: 330-468-4270

Harold Jason Walters
Building Inspector

Building Department

Dear Registered Contractor:

It is time to renew your Contractor Registration for the period of January 1, through December 31, of the calendar year. Please complete the following and return it at your earliest convenience to:

Northfield Village Building Department
68 Houghton Road
Northfield, OH 44067

TO REGISTER AS A CONTRACTOR/SUBCONTRACTOR:

The Village of Northfield requires completion of the following:

- *1. **Registration Fee** – Payable to The Village of Northfield:
Residential: \$ 50.00
Business/Commercial: \$ 100.00
- *2. **\$ 5,000.00 Bond** – Obtained from your insurance company.
- *3. **Certificate of Insurance** – Northfield Village as additional insured.
- *4. **Village of Northfield Division of Taxation Registration Form** (attached)
- *5. **Include a self-addressed, stamped envelope.**
- *6. **ALL contractors must submit a copy of the signed contract from the customer with the completed application forms or no permit will be issued.**

Once all the required information is received, a Certificate of Registration will be issued for work performed within the Village of Northfield. **All registrations expire on the last day of the current year. NOTE: Failure to include any of the 5 items listed above will result in the return of all paperwork and a delay in the registration of your company. Thank you in advance for your cooperation.**

H. Jason Walters
Building and Zoning Inspector
330-467-7139, Ext. 20