

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

CONTRACTOR/SUBCONTRACTOR REGISTRATION:

In order to register as a contractor working in the Village of Northfield, the following are to be sent AS A COMPLETE PACKAGE to the Village of Northfield Building Department.

Village of Northfield
Attn: Building Dept.
10455 Northfield Rd
Northfield, OH 44067

The Village of Northfield requires completion of the following:

- *1. **Registration Fee** – Payable to The Village of Northfield:
Residential/Business/Commercial: \$ 100.00
- *2. **BOND-** \$ 10,000.00 bond for Residential work
\$ 25,000.00 bond for Commercial work – 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 6 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