



Village of Bremen

Fairfield County
9090 Marietta Road SE
Bremen, OH 43107

Phone: 740-569-4788

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Anthony Taylor
Mayor

Brian Zetts
Village Solicitor

Bill Robinette, Administrator

Lydia Coakley, Fiscal Officer

VILLAGE OF BREMEN CONTRACTOR REGISTRATION *Information Sheet*

The Village of Bremen requires Contractor Registration. This includes any individual or company who is engaged in the business as a general contractor, sub-contractor, and/or project manager, or who provides construction activities such as general construction, repair, renovation, electrical, plumbing, heating and/or cooling, water line or sewer line installation within the municipal limits of the Village of Bremen.

Please note that property owners or residents performing work themselves are not required to register.

To register with the Village of Bremen, the following items are required:

1. Applicant must be 18 years of age or older.
2. A completed application.
3. A current certificate of liability insurance with minimum coverage of \$1,000,000 Liability and \$100,000 property damage.
4. A copy of a current Certificate of Workers' Compensation (if applicant employs one or more persons).
5. A copy of the state license for electrical, plumbing and heating and/or cooling registration for commercial projects.
6. Payment of the \$100.00 registration (or renewal) fee.

Please remember to provide the Village with renewal Insurance and Workers' Compensation information at the time of a renewal. Otherwise, the registration is no longer valid.

All registrations expire on December 31 of each year. All currently registered contractors will be sent a renewal packet each November or December.

If you have any questions, contact the Village office at 740-569-4788.



Village of Bremen
9090 Marietta Road SE Bremen, OH 43107
Contractor Registration Application

Phone: 740-569-4788
Fax: 740-569-7085

Application date _____

Name _____ Phone _____

Company Name _____ Phone _____

Address _____

City _____ State _____ Zip _____

E-mail _____ Applicant 18 yrs or older Yes No

Business Type (check one) Individual Sole Proprietorship Partnership
 Corporation Other _____

Insurance Co. & Agency _____

Insurance Co. Address _____ Phone _____

City _____ State _____ Zip _____

Expiration Date of Policy _____

Type of Registration General HVAC Plumbing Electrical
 Water/sewer line installation

Note: A current copy of liability insurance, certificate of Workers' Compensation and state license, if applicable, must be submitted and kept on file at the Business Office of the Village of Bremen, or registration is void. (This is the responsibility of the Contractor).

This registration form, along with the payment of a one-hundred (\$100.00) dollar registration fee must be received at this office by January 31st of each year to remain active. The fee may be paid by credit card in the Village Office. A 3% courtesy fee will be charged on all credit card payments.

REVOCATION OF REGISTRATION CERTIFICATE

Upon written complaint of any person, the Village Administrator or their designee will investigate the complaint, and may recommend to the Zoning or Safety Committee of Council to revoke, modify or suspend any registration certificate issued pursuant to the provisions of this chapter. This includes acts or omissions of the holder of any such certificate; conversion of property or funds belonging to another, failure to complete any contract or work undertaken under this registration, unreasonable delay in the completion of work performed, use of unapproved or fraudulent material, involuntary petition of bankruptcy by registration certificate holder, or unauthorized departure from plans or specifications agreed to by certificate holder and owner. The Zoning or Safety Committee shall then make a final determination as to the action to be taken. The Village Administrator or their designee will notify the contractor of the action taken by the committee. However, no registration certificate shall be revoked without at least fifteen (15) days advance written notice by the Village Administrator or their designee to the registration certificate holder and allowance of appeal submitted in writing stating the reason for the appeal. Appeal is to be filed with the Village Administrator or their designee within ten (10) days of receipt of notice of revocation.

Applicant's Signature _____ Date _____

PENALTY

Any person who shall fail to comply with any of the provisions of this code shall be deemed guilty of a misdemeanor, and upon conviction, fined not more than five hundred (\$500.00) dollars.

CONTRACTORS REQUIRING REGISTRATION

1. **Electrical Contractor:** Any person who is engaged in the business, or who pursuant to written or oral agreement with another person, undertakes any electrical work or portion involving that particular trade, art or craft.
2. **Mechanical Contractor:** Any person who is engaged in the business, or who pursuant to written or oral agreement with another person, undertakes any heating and air conditioning work or portion involving that particular trade, art or craft.
3. **Plumbing Contractor:** Any person who is engaged in the business, or who pursuant to written or oral agreement with another person, undertakes any plumbing work or portion involving that particular trade, art or craft.
4. **General Contractor:** Any person who is engaged in the business, or who pursuant to written or oral agreement with another person, acts as a general contractor or project manager or portion involving that particular trade, art or craft.
5. **Water/Sewer Line Installer:** Any person who is engaged in the business, or who pursuant to written or oral agreement with another person, undertakes and water and/or sewer line installation work or portion involving that particular trade, art or craft.

EXEMPTIONS

The following are not required to be registered:

- A. The property owner or resident who performs the work him or herself.
- B. Work done or caused to be done by the United States of America, the State of Ohio, or any agency or subdivision.

REGISTRATION PROCEDURES

Upon receipt of a Contractor Registration Application and other required documents, the Village Administrator or their designee may issue a registration certificate in accordance with regulations established by the Village of Bremen. However, it shall not be mandatory that a registration certificate be issued should it be established that the applicant in question has been guilty of any of the acts or practices for which registration certificate could be revoked as set forth.

All registration certificates shall expire on the 31st day of December of the year issued. No registration fee shall be refunded for any cause whatsoever.

No registration certificates shall be issued or continue in effect unless the applicant shall give evidence that the following items are valid and remain in effect during the duration of the registration certificate:

- A. The prepayment of a one-hundred (\$100.00) dollar registration *or* renewal fee to the Village of Bremen.
- B. A current certificate of liability insurance with minimum coverage of \$1,000,000 Liability Limit.
- C. A current Certificate of Workers' Compensation, when applicant employs one (1) or more people.
- D. Applicant must be eighteen (18) years of age or older.
- E. A copy of a state license for electric, plumbing, heating and/or cooling registration for commercial projects.

Taxpayer Registration

Please **PRINT** all requested information. The information reported on this form will be used to establish your taxpayer account with the Regional Income Tax Authority and will be held in strict confidence. Please return completed, signed form to: Village of Bremen, P.O. Box 127, 9090 Marietta Rd. SE Bremen, OH 43107.

RESIDENT INFORMATION

Please complete this section if: You reside in Bremen *or*, you work within the Village of Bremen and your employer *does not* withhold Bremen Income Tax.

Name _____ Social Security # _____

Name _____ Social Security # _____

**Name & Social Security # of
all other adults in residence**

Current address _____ Previous address _____

City _____ State _____ Zip _____ City _____ State _____ Zip _____

Phone _____ Date moved to current address _____

Signature _____ Date _____

MANDATORY FILING REQUIREMENT

All residents of the Village of Bremen are required to file a Bremen Income Tax Return each year, regardless of income. Tax is due on all income earned while a Bremen resident.

BUSINESS/RENTAL INFORMATION

Type of Organization: Corporation Partnership Non-Profit Limited Liability Co. Other _____

Federal Tax ID or Social Security #: _____ Phone _____

LOCAL NAME & ADDRESS OF BUSINESS (OR ADDRESS OF RENTAL PROPERTY)

Business Name _____

Address _____ City _____ State _____ Zip _____

Mailing address (if different) _____ City _____ State _____ Zip _____

Date you began operation in Bremen, or began withholding for a Bremen resident: _____

We have no employees working in Bremen. We are withholding as a courtesy for employees who live in Bremen.

Fiscal Year End _____ Nature of Business _____

If Partnership, list Social Security #, Name and Address of partners

Printed Name of person completing form _____ Phone _____

Signature _____ Date _____