



**MECHANICAL REGISTRATION  
APPLICATION**  
PUBLIC SERVICE & BUILDING DEPARTMENT

**CITY OF WHITEHALL**  
360 S. Yearling Road  
Whitehall, Ohio 43213  
614-237-8612  
Building-Department@whitehall-oh.us  
www.whitehall-oh.us

**WHITEHALL CONTRACTOR REGISTRATION INSTRUCTIONS**

**ELECTRIC, HVAC, PLUMBING, REFRIGERATION, FIRE ALARM, FIRE SUPPRESSION, SANITARY SEWER**

You must provide all the information to become registered:

- \$100 fee for each Registration.
- \$25,000.00 Original Bond (must have original seal and payable to the City of Whitehall and date issued and expiration date) or a Continuation Certificate required for a Renewal of Bond Form on file (bond number must be on Continuation Certificate). Enclosed bond form to be completed by insurance company.
- Current Certificate of Liability Insurance in the amount of \$500,000.00
- Electric, HVAC, Hydronic, Plumbing, Refrigeration, Fire Alarm, Fire Suppression. Must submit a copy of State of Ohio License.
- Sanitary Sewer Must submit a copy of City of Columbus Sewer License.
- New registrants must also register with the City of Whitehall Tax Department by filing a Business Registration form. For further information regarding Tax Department, please call 614-237-9803.

**All City of Whitehall Contractor Registrations expire one year from the date approved.  
Contractors applying for multiple registrations require an application and \$100 fee for each registration.**

We accept cash, money orders or checks payable to the City of Whitehall and credit/debit card over the phone.

E-mail all completed forms to: **building-department@whitehall-oh.us**. Please note, if sending an original bond, please mail or deliver the physical copy.

Mail or deliver all completed forms and checks to the following:

**CITY OF WHITEHALL  
ATTN.: BUILDING DEPT.  
360 S. YEARLING RD.  
WHITEHALL, OHIO 43213**

**MECHANICAL REGISTRATION APPLICATION**  
MUST SUBMIT A COPY OF STATE OF OHIO LICENSE

- ELECTRIC
- HVAC
- PLUMBING
- REFRIGERATION
- FIRE ALARM
- FIRE SUPPRESSION
- SANITARY SEWER (MUST SUBMIT A COPY OF CITY OF COLUMBUS LICENSE)

The undersigned hereby registers with the City of Whitehall to install and/or repair mechanical systems within the corporate limits of the City of Whitehall, Ohio, in accordance with the provisions of City of Whitehall Codified Section 1305.01(b).

The undersigned states that he/she is licensed to install and/or repair mechanical systems in conformity with the current issue of the City Code and he agrees to install and/or repair all work done by him in a manner to comply with all applicable building codes and codified ordinances of the City.

The undersigned further agrees to correct all violations written by the Chief Building Official or their agent.

**NO WORK MAY BEGIN BEFORE ACQUIRING PERMIT(S)**

**CONTRACTOR MUST COMPLETE ALL INFORMATION LISTED BELOW (PLEASE PRINT):**

**OWNER'S NAME:**

**COMPANY NAME:**

**ADDRESS:**

**CITY:**

**STATE:**

**ZIP:**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------

**BUSINESS PHONE:**

**CELL PHONE:**

<input type="text"/>	<input type="text"/>
----------------------	----------------------

**E-MAIL:**

**STATE OF OHIO LICENSE #:**

**CITY OF COLUMBUS SEWER LICENSE #:**

<input type="text"/>	<input type="text"/>
----------------------	----------------------

**NAME OF LICENCEE:**

**EXPIRATION DATE:**

<input type="text"/>	<input type="text"/>
----------------------	----------------------

**CONTRACTOR MUST REGISTER WITH THE CITY OF WHITEHALL TAX DEPARTMENT**

**FEDERAL ID#:**

**REGISTRANT SIGNATURE:**



**MECHANICAL REGISTRATION  
APPLICATION**  
PUBLIC SERVICE & BUILDING DEPARTMENT

**CITY OF WHITEHALL**  
360 S. Yearling Road  
Whitehall, Ohio 43213  
614-237-8612  
Building-Department@whitehall-oh.us  
www.whitehall-oh.us

To cover Contractors engaged in repairs and/or construction within the City of Whitehall, Ohio.

KNOW ALL MEN BY THESE PRESENTS:

That we (business name)   
 Whose business address is   
 As Principal, and

as Surety, are hereby held and firmly bound unto the **City of Whitehall, Ohio**, in the penal sum of **Twenty-Five Thousand Dollars (\$25,000.00)** for the payment of which we jointly and severally bind ourselves.

The conditions of this obligation is that the above bound Principal will pay any and all damages to any and all persons or property caused by or growing out of any construction, installation or repair work within the limits of any public or private street within the **City of Whitehall, Ohio**, to any property or employee of said City and will indemnify and save harmless the City for all construction or repair work and any and all damage, personal or property, caused by such construction, installation or repair work. Now, if the said Principal shall fulfill said conditions, then this obligation shall be void; otherwise this bond to remain in full force. **All bonds and insurance are to be maintained in force through the period of the contractor's current Whitehall registration.**

Principal:	<input type="text"/>	
By:	<input type="text"/>	
Surety:	<input type="text"/>	
By:	<input type="text"/>	
Bond No.:	<input type="text"/>	Issue Date: <input type="text"/>
Date Paid:	<input type="text"/>	Expire Date: <input type="text"/>