2019

CITY OF DAYTON

HVAC CONTRACTOR REGISTRATION APPLICATION

Business Name _____ **Federal ID #** _____

Address _____

City _____ **State** _____ **Zip** _____ **Phone #** _____

State License holder's name _____

Address _____

City _____ **State** _____ **Zip** _____ **Phone #** _____

Email Address _____

License Holders Signature: _____

I hereby state that the above statements are true and I have the authority to make this application.

The following items **must** accompany your application, any incomplete applications or missing items will be returned to you delaying the issuance of your license. The City of Dayton will no longer accept bonds or certificate of liability insurance mailed by your insurance company. **THE ITEMS MUST BE INCLUDED WITH THIS APPLICATION**.

You must complete this application and return it with the following items:

1. **HVAC Contractor Registration Fee** **1 Yr. $250.00 _____ (Expires 12/31/2019)**
   2 yr. $400.00 _____ (Expires 12/31/2020)

   Payment can be made by cash, check, money order or credit card. Make checks payable to the **City of Dayton**. We accept American Express, Discover, MasterCard and Visa. If using a credit card, please provide the account number, expiration date and 3 digit security code on the back of the card:

   Account # _____ Exp. Date _____ Security Code _____

2. **Certificate of Liability Insurance**

   The principal's name and the business name must appear on the Certificate of Liability Insurance and the City of Dayton must be named on the certificate of insurance as the additional insured.

   Coverage amounts **must be:**

Public liability/Bodily injury:	$100,000 each person $300,000 each accident $300,000 completed operations
Property damage:	$ 50,000 each accident $100,000 aggregate for operations liability $100,000 aggregate for completed operations

   Umbrella coverage may be used to raise the limits to the required levels. The Certificate must include the policy number, effective date, expiration date and the wording "COMPLETED OPERATIONS INCLUDED".

3. **Surety Bond (**The term **must** be from January 1, 2019 through December 31, 2019**)**

   The principal's name and the business name must appear on the enclosed bond form. Bond coverage is in the amount of $10,000. The license holder must sign the bond form as principal and a power-of-attorney must be attached.

4. **Copy of your current State of Ohio HVAC Contactor's License**

   Provide a copy of your state of Ohio license with the current expiration date.

Submit applications to: City of Dayton/HVAC Inspection
371 W. Second Street – 2nd Floor
Dayton, OH 45402
(937) 333-3980
(937) 333-4284 Fax

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