

ORDINANCE C-33-02

AN ORDINANCE TO AMEND PART THIRTEEN OF THE CODIFIED ORDINANCES OF GROVE CITY, OHIO, TO REPEAL AND REPLACE CHAPTER 1305 TITLED PERMITS AND FEES AND ENACT TITLE ELEVEN TITLED CONTRACTOR REGISTRATION

WHEREAS, the City of Grove City has licensed building service equipment contractors. and

WHEREAS, the procedures, rules and regulations relating to this licensure were promulgated and published in Section 1305.011 of the Grove City Building Code; and

WHEREAS, newly mandated statewide testing and licensing of all building service equipment contractors, Substitute House Bill 434, signed into law on December 21, 2000, requires the Building Division to relinquish its ability to locally license these specific trades; and

WHEREAS, in place of a city issued license, the Building Division may now only register these contractors in order to assure continued compliance with all applicable building codes; and

WHEREAS, Section 1305.011 of the Grove City Code needs to be modified to recognize this change imposed by the new state law; and

WHEREAS, this legislation restructures Section 1305.011 by deleting all references to Building Divisional licensing of the building service equipment contractors and sets into place rules and regulations tailored to meet the new requirements under the Ohio Revised Code allowing for such local registration; and

WHEREAS, the registration of State licensed fire protection contractors with the Building Division is now covered by this legislation to assure continued compliance with the applicable building codes; and

WHEREAS, implementation of Title Eleven - Contractor Registration, and adjustments to Chapter 1305 - Fees and Permits, will accommodate all of the above changes.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF GROVE CITY, STATE OF OHIO, THAT:

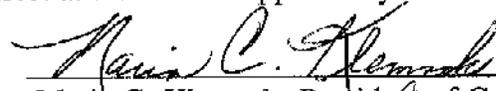
SECTION 1. Chapter 1305 is hereby repealed and replaced as set forth in Exhibit "A", attached hereto and made a part hereof.

SECTION 2. Part Thirteen, Title Eleven - Contractor Registration, is hereby enacted as set forth in Exhibit "B", attached hereto and made a part hereof.

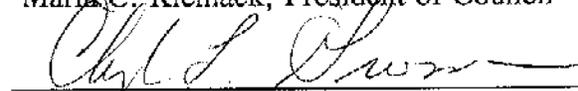
SECTION 3. This ordinance shall take effect at the earliest opportunity allowed by law.

Passed: 4-15-02
Effective: 5-15-02

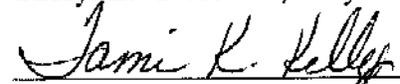
Attest:



Maria C. Klemack, President of Council

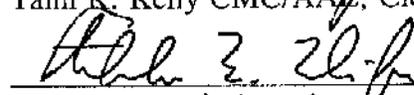


Cheryl L. Grossman, Mayor



Tami K. Kelly CMC/AAE, Clerk of Council

I Certify that this ordinance is correct as to form.



Arthur E. Zilf

C-33-02 Exhibit "A"
CHAPTER 1305
PERMITS AND FEES

1305.01	Purpose	1305.14	Notice Fees Required/Double Fees
1305.02	Contractor's Registration	1305.15	Fees Refund
1303.03	Permits Required; Qualifications	1305.16	Requirement of Ohio Fees 3%
1305.04	Permit Applications	1305.17	Building Division Fee Schedule
1305.05	Plans, Specification, Construction Layout and Exceptions	1305.18	Advance Construction Start
1305.06	Permit Issuance	1305.19	Wrecking Permits/Bond
1305.07	Effect of Permit Issuance	1305.20	Shoring Permit Fee
1305.08	Refusal of Building Permits	1305.21	Moving Permit Fee
1305.09	Permit Expiration	1305.22	Tent Permit
1305.10	Permit Revocation	1305.23	Containment of Trash and Debris Required
1305.11	Amendment of Permit	1305.24	Special Inspections
1305.12	Permit Transfer/Change of Contractor	1305.99	Penalty
1305.13	Re-certification of Construction Documents		

CROSS REFERENCE

- Removal of unsafe structures – see Ohio R.C. 715.26(B), 715.261
- State installation permit and fee – see Ohio R.C. 3703.07
- Ohio State Building Code – see Ohio R.C. 3781.10
- Department of Engineering – See ADM. Ch. 141
- Unsafe and unsanitary buildings – see GEN.OFF. 523.01 et seq.
- Plumbing permit fees – see BLDG. 1331.05
- Heating, ventilating and air conditioning permit fees – see BLDG. 1341.03
- Refrigeration permit fees – see BLDG. 1343.02
- Electrical permit fees – see BLDG. 1351.03
- FEMA Regulations – see BLDG. 1329 see also National Flood Insurance Program 44 CFR Part, 59-78

1305.01 PURPOSE.

To provide a standard by which an applicant may prepare, submit, and gain approval of plans for new buildings, alterations, and accessory structures. To provide uniformity with Grove City Ordinances, current code requirements, and life and health safety concerns. To provide a service to Grove City residents which will better our City and neighborhoods.

1305.02 CONTRACTOR'S REGISTRATION.

Requirements for Contractor's Registration are provided in Title Eleven of this Code.

1305.03 PERMITS REQUIRED; QUALIFICATIONS.

(a) No person shall commence to erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish any building or structure in the City or cause the same to be done, without first obtaining a separate permit for each such building or structure from the Building Division.

(b) No building permit shall be issued until a grading plan showing existing and proposed grades and drainage from or onto adjacent property has been approved by the City Engineer. Exception: Residential grading plans showing existing and proposed grades and drainage from or onto adjacent property shall be approved by the Building Division.

(c) No building permit shall be issued to any person, firm or corporation who is in violation of this Building Code, who is under citation by the Inspector for any violation of the Building Code, or who has willfully failed to comply with a lawful order of the Inspector. (Ord. C22-66; Ord. C34-70. Passed 9-14-70.)

(d) Any person or company engaged in any construction as described in 1301.06 within the City without a registration or permit shall be subject to the cost of the permit plus \$150.00. Additionally, whoever violates this section is subject to a misdemeanor of the fourth degree. (Ord. C78-97, Passed 1-5-98)

1305.04 PERMIT APPLICATION; INFORMATION.

All submittals to the Building Division shall be made in writing on forms furnished for That purpose shall be legible and clearly identified. Each application shall:

- (a) Describe the land on which the proposed work is to be done, by lot, block, tract, and parcel Number, house and street address or other legal description that will readily identify and definitely locate the proposed building or work.
- (b) Show the use or occupancy of all parts of the building, structure, or land.
- (c) Be accompanied by plans and specifications as are required in Section 1305.05.
- (d) State the valuation of the proposed work.
- (e) Make additional submittal copies for other city departments' review as required in other code sections, and as deemed necessary by the Building Division.

1) Planning Commission/City Council

*See Chapter 1101

2) Board of Zoning Appeals

*See Chapter 1133

3) Certificate of Appropriateness

*See Chapters 1138 & 1143

4) Special Flood Hazard Development

*See Chapter 1329

(f) Give all other information as reasonably may be required by the Building Division.

1305.05 PLANS; SPECIFICATIONS; CONSTRUCTION LAYOUT; EXCEPTIONS.

(a) Each application for a permit shall be accompanied by four sets of plans and specifications for work covered under the OBC. Two sets of plans and sections are required for residential applications. (Ord. C45-66. Passed 7-11-66.)

(b) Plans and specifications for buildings shall be prepared by a licensed architect, engineer or qualified draftsman and be drawn to scale upon a substantial paper or cloth of sufficient clarity to indicate the nature and extent of the work proposed and to show in detail that it will conform to the provisions of the Building Code and all relevant laws, ordinances, rules and regulations.

The first sheet of each set of plans shall give the lot number and subdivision name, the street address of the work and the name of the owner or agent and person who prepared them. Plans shall include a plot plan signed by a registered surveyor showing the location of the proposed building and of every existing building adjacent on the property and shall conform to Section 1141.06 of the Zoning Code.

The outline of the proposed building shall be staked out on the ground by a registered surveyor with sufficient permanency that the Inspector may determine that the footers and walls are constructed according to the layout stakes. (Ord. C-30-88. Passed 5-16-88).

(c) For one, two and three-family dwellings, occupancies and buildings or structures accessory thereto, plans need not be prepared by a licensed architect or engineer, but all other provisions herein shall apply to such plans. (Ord. C20-80. Passed 4-21-80.)

(d) Plans and specifications need not be submitted for small and unimportant work when authorized by the Chief Building and Zoning Official. (Ord. C45-66. Passed 7-11-66.)

1305.06 PERMIT ISSUANCE.

(a) Applications, plans and specifications filed by an applicant for a permit shall be examined by the Building Division. Such plans shall be forwarded to other City departments for review if deemed necessary, to determine compliance with the laws and ordinances under their jurisdiction. If the Building Division is satisfied that the work described in the application for a permit and the plans filed will conform to the requirements of the Building Code and other pertinent laws and ordinances, they shall issue a permit therefore to the applicant.

(b) When the Division issues the permit, they shall endorse in writing or stamp on all sets of plans and specifications "APPROVED". Approved plans and specifications from the Division shall be kept on the job during the time work is being carried on and all work shall be done in accordance with the approved plans, which shall not be changed without written authorization of the Division. (Ord. C45-66. Passed 7-11-66.)

1305.07 EFFECT OF PERMIT ISSUANCE.

(a) The issuance or granting of a permit or approval of plans and specifications shall not be construed to be a permit for an approval of any violation of any provisions of the Building Code.

(b) The issuance of a permit based upon plans and specifications shall not prevent the Building Division from thereafter requiring the correction of errors in such plans and specifications or from preventing building operations being carried on there under when in violation of the Building Code or any other ordinances of the City. (Ord. C45-66. Passed 7-11-66.)

1305.08 REFUSAL OF BUILDING PERMITS.

The Building Division shall refuse a building permit to an applicant who has:

- (a) Outstanding and unpaid judgments against them arising from or growing out of failure to perform work under a construction contract or failure to perform work in good and workmanlike manner;
- (b) Previously obtained a building permit by making material misrepresentations;
- (c) Previously performed work on a premises knowing that the permit therefore was obtained by material fraudulent misrepresentations. (Ord. C80-78. Passed 11-6-78.)
- (d) Previously performed construction in any unworkmanship manner. See Section 1321.04.
- (e) Failure to comply with a written directive from the City pertaining to building, site improvement or landscaping or any other violation of City ordinances. (Ord. C30-88. Passed 5-16-88.)

1305.09 PERMIT EXPIRATION.

(a) The approval of permits, plans or drawings and specifications in accordance with this chapter is invalid if construction, erection, alteration, or other work upon the building has not commenced within six (6) months of the approval of the permits, plans or drawings and specifications.

- (1) An extension may be granted for a six (6) month period if requested by the owner at least ten (10) days in advance of the expiration of the permit and upon payment of a fee prescribed in fee schedule.
- (2) If in the course of construction, work is delayed or suspended for more than six (6) months; the approval of permits, plans or drawings and specifications is invalid.

1305.10 PERMIT REVOCATION.

Each permit issued by the Building Division shall be subject to revocation whenever it appears that such building or structure is being so constructed that the same or any part thereof, encroaches upon any street, alley or other public place, or is being so constructed as to violate any of the terms or conditions of the Building code or any other ordinance of the City of any State statute relating to the location, erection, alteration or repair of buildings. The revocation of the permit shall be in writing and served upon the owner of the superintendent or contractors in charge of the work and posted upon the building or structure for which the permit was granted, and from and after revocation of the permit and the posting of notice, all work of every kind and character on the building or structure shall be discontinued.

1305.11 AMENDMENT OF PERMIT.

If during the prosecution of work and subsequent to the issuance of such permit, it is necessary to make any changes in the plans or contract, the permit holder shall notify the Building Division in writing of the proposed changes including a revised site plan, architectural review letter, if required, and construction drawings, along with a fee prescribed therefore in the fee schedule. If approved, the changes shall be added to the original permit file, if the cost of the work is thereby increased so much as to require a higher permit fee, that additional sum shall also be collected in accordance with the fee schedule set herein. (Ord. C25-94, Passed 4-18-94.)

1305.12 PERMIT TRANSFER/CHANGE OF CONTRACTOR.

(a) Any permit may be transferred one (1) time from one address to another prior to the start of any work, or from one contractor to another at the same site providing the fee for the work does not exceed the original fee, and:

- (1) Upon proper application and payment of the transfer fee prescribed in the fee schedule;
- (2) A transfer may occur no later than one hundred eighty (180) days following the original date of issue.

(b) Exceptions:

- (1) A transfer may be granted where an electrical, refrigeration, plumbing, steam and hot water, and heating, ventilation or air conditioning contractor files for bankruptcy.
- (2) A transfer may be made at any time to correct an addressing error at no additional charge.

1305.13 RE-CERTIFICATION OF CONSTRUCTION DOCUMENTS.

Each replacement of an inspection record card, maximum occupancy certificate, or duplication of a set of plans shall require payment of the fee prescribed therefore in the fee schedule.

1305.14 NOTICE FEES REQUIRED/DOUBLE FEES.

(a) Any person desiring to do or cause to be done any work for which a permit is issued shall pay the Building Division a fee in the amount fixed by this Building Code.

(b) Where work for which a permit is required by the Building Code is started or proceeded with, prior to obtaining such a permit, the fees shall be doubled but the payment of double fees shall not receive any persons from fully complying with requirements of the Building Code in the execution of the work nor from any other penalties prescribed. (Ord. C45-66. Passed 7-11-66.)

1305.15 FEE REFUND.

(a) Any fee indicated as non-returnable or nonrefundable elsewhere in this Building Code shall not be refunded. A refund of any other fee paid to the division shall require a refund fee to cover the cost of making such refund and/or costs incurred. This refund fee shall be deducted from any amount to be refunded.

(b) Any permit fee paid with the permit application, incorrectly computed by the applicant, and requiring a refund of the overpayment, shall be assessed a refund fee to cover the cost of making such refund. This refund fee shall be added to the permit fee. An overpayment equal to or less than the refund fee shall be considered the refund fee and shall be added to the permit fee.

(c) Any refund of a permit application fee submitted for a building which is later determined to be located outside the city shall be subject to this refund fee.

(d) The Chief Building Official may waive the refund fee if it is found the refund is necessary because of an error on the part of a City employee.

305.16 REQUIREMENT OF OHIO FEES 3%.

In accordance with and pursuant to S.B. 359 and Rule 4101:2-1-50 of the Ohio Administrative Code adopted by the Board of Building Standards, the City shall collect for the Board a fee of three percent (3%) for the acceptance and approval of plans and specifications and for the making of all inspections pursuant to Ohio R.C. 3781.102(E) and remit such fees monthly within sixty days of the close of such month for those structures governed by the Ohio Basic Building Code. (Ord.C25-94. Passed 4-18-94.)

1305.17 BUILDING DIVISION FEE SCHEDULE

All fees shall be computed on a square foot per floor basis including basement and sub-basement, measuring the outside dimensions at each floor level, except where a fixed, base fee has been established (Ord. C22-76. Passed 2-2-76. Ord. C78-97. Passed 1-5-98.)

I. SINGLE FAMILY RESIDENTIAL

Building Plan Review up to and including 3,000 sq. ft.	\$150.00
Over 3,000 sq. ft.	+ 100.00 per 1,000 sq. ft.
Building Permit	\$300.00
Electric up to and including 3,000 sq. ft.	\$125.00
Over 3,000 sq. ft.	\$50.00 per 1,000 sq. ft.
Temporary Service	\$50.00 + 0.05 per amp
Heating, Ventilation & Cooling (HVAC)	\$100.00 per unit
Fireplace, Chimney	\$25.00
Plumbing	All fees shall be adopted
See Section 1331.05	from the most current

Franklin County Fee Schedule

Occupancy	\$50.00
Temporary Occupancy	\$75.00
(Escrow letter required, \$1,000. per item placed on temporary)	
Recreation and Development	\$200.00
See Section 1101.09(a)	
Sewer Tap	See Chapter 939
Street Tree Fund	\$400.00
See Section 1109.09	
Water Tap	See Section 951.02

II. TWO AND THREE FAMILY RESIDENTIAL

Building Plan Review	\$200.00 per building type
Building Permit	\$200.00 per unit
Electric	\$125.00 per unit
Temporary Service	\$150.00 + 0.05 per amp
Heating, Ventilation & Cooling (HVAC)	\$100.00 per unit
Fireplace, chimney	\$25.00 per unit
Occupancy	\$50.00 per unit
Temporary Occupancy	\$75.00 per unit
(Escrow letter for \$1,000. per item shall be assessed to each unit)	
Plumbing	All fees shall be
See Section 1331.05	Adopted from the most
	current Franklin County Fee Schedule

III. COMMERCIAL PROJECTS

All of the following permits shall be subject to 3% State Fee, Per Section 1305.31:

Ohio Basic Code Permit	
Building Plan Review	\$200.00 + 4.00 per 100 sq. ft.
Building Permit	\$250.00 + 6.50 per 100 sq. ft.
Electric	\$150.00+0.05 per sq. ft.
Maximum fee charged shall be	\$3,000.00
Heating, Ventilation, and Cooling (HVAC)	
Shall include:	\$100.00 per unit
Warm air furnaces, air conditioners, combined units, baseboard heaters, radiant heaters, heat pumps, ventilation systems/hood vents, Steam or hot water heating plants, etc.	
Refrigeration/pressure piping	\$25.00 per unit
Fireplaces/chimneys	\$50.00 per unit
Prefabricated, solid fuel fireplaces either freestanding or constructed as built in will be considered an heating appliance and will require a permit. NOTE: Flues extending above roof more than 3 feet or exposed to exterior shall be encased in a decorative chase matching in appearance the exterior finish of dwelling or structure.	

Occupancy \$200.00
 Temporary Occupancy +\$150.00 as needed
 Items to be completed on Temporary shall be approved by
 Chief Building and Zoning Official

Plumbing All fees shall be adopted
 See Section 1331.05 from the most current
 Franklin County Fee Schedule

IV. ADDITIONAL PERMIT FEE SCHEDULE

Advance Construction Start \$100.00
 After hours inspection: \$50.00 base + 50.00 per
 Base fee + 1st hour must be paid prior to inspection hour per inspector
 Building Moving Fee \$100.00+Bond
 See Section 1305.21
 Contractor Registration \$50.00 per registration held
 See Title Eleven
 Fire Alarms Plan Review \$100.00
 Fire Alarm Permit \$150.00 + 1.00 per device
 Kitchen Hoods Plan Review \$50.00 per hood
 Kitchen Hood Permit
 Type I \$150.00 per hood
 Type II \$100.00 per hood
 Suppression Systems \$100.00 per hood
 Permit Administration:
 Planning Commission/City Council See Section 1101.07
 Board of Zoning Appeals See Chapter 1133
 Special Flood Hazard Area Development \$100.00
 See Chapter 1329
 Certificate of Appropriateness See Chapter 1143
 Permit Transfer
 Lot to lot \$100.00
 Contractor change \$100.00
 House change \$100.00
 House change after permit issuance \$200.00
 Revision to plans requiring review \$100.00
 Refund for permits \$15.00+ any fees due for
 plan review
 See Section 1305.15
 Re-certification of documents
 Building Plans \$100.00
 Building Card \$50.00
 Re-inspection fee
 Residential Use Groups \$50.00
 Commercial Use Groups \$100.00 1st occurrence/
 \$100.00 + 50.00 per hour per
 inspector for multiple trips

Shoring Permit	\$50.00
Temporary repair, or emergency protection	
Sign Permit	
*See Section 1145.06	
Special Inspections	
Walk thru consultations	\$50.00 per hour per inspector
Sprinklers Plan Review	\$100.00 + 3.20 per 1,000 sq. ft.
Sprinkler Permit	\$50.00 base .70 per head
Tent Permit	\$100.00 1* tent/
The permit fee shall apply to each 30-day period or fraction thereof	\$25.00 ea. additional tent
Wrecking Permit	
Shall apply to buildings over 400 sq. ft.	\$50.00 up to 1,000 sq. ft.
See Section 1305.37 Wrecking Permits/Bond	\$150.00 over 1,000 sq. ft.

V. ASSOCIATED PROJECTS

Addition/Remodel Living Area, Deck/Patio Enclosure	\$150.00
Accessory Building (100 sq. ft. or less)	\$10.00
Basement	\$75.00
Carport	\$75.00
Driveway widening/extensions-concrete/blacktop	\$25.00
Electric	
Base Fee	\$50.00+
Service entrance fee shall be \$.05 per ampere rating of the switch for each permanent or temporary service.	\$0.05 ea.
Fee each outlet and fixture, including switches and receptacles.	\$0.60 ea.
Fans, dishwashers, disposals, furnaces, electric hot water tanks, dryers, ranges, ovens, motors, generators, air conditioners	\$2.00 ea.
Radiant panel heater	\$5.00 per panel
Fence	\$25.00
Fireplace Masonry	\$50.00
Fireplace and Chimneys	
Prefabricated, solid fuel fireplaces, and masonry units	\$25.00 per unit
Note: Flues extending above roof more than 3' or exposed to exterior shall be encased in a decorative chase, matching in appearance the exterior finish of dwelling or structure.	
Garage	\$100.00
Gas line Pressure Testing	Included with HVAC permit
Permit shall be issued through HVAC Permit	
Heating, Ventilation and Cooling	
Heating (warm air, heat pump, etc)	\$100.00 per unit
Cooling	\$100.00 per unit
Combination heating & cooling replacements	\$150.00 per unit
Steam or Hot Water Boilers	\$100.00 per unit
Replacement work shall require separate electric permit	
Open Deck/Patio with footer	\$50.00

Patio Slab on grade	\$25.00
Plumbing	
	All fees shall be adopted from the most current fee schedule prescribed from Franklin County Board of Health.
Roofing	\$25.00
Satellite Dish	\$25.00
Sidewalk/Approach	\$7.50
Siding	\$25.00
Swimming Pools/Spas	
Spa's	\$50.00
Above ground pool	\$50.00
In-ground Pool	\$150.00
Windows/Doors Replacement	\$25.00

1305.18 **ADVANCE CONSTRUCTION START.**

Certificate. The Building Official may issue a certificate to start construction prior to the issuance of a building permit or before the entire plan and specifications for the building or structure have been submitted or approved, provided that adequate information and details have been submitted, which comply with the pertinent requirements of this code and for which a zoning clearance shall have been obtained for the new construction.

Risk. The holder of a certificate to start construction prior to the issuance of a building permit, may proceed only to the point on construction for which that certificate has been given, and at his own risk and without any expressed or implied assurances that the approval for the entire building or structure will be granted.

Foundation Start Certificate. The building official may issue a foundation start certificate to begin the construction of the foundation.

Removal Start Certificate. The building official may issue a removal start certificate to being the removal of existing construction. However, no such certificate shall be issued for a structure located in an architectural review commission area or in an historic district unless a certificate of appropriateness has previously been issued therefore.

Fee. The fee for each certificate provided for in this section shall be as prescribed in the fee schedule.

1305.19 **WRECKING PERMITS/BONDS.**

The following provisions pertain to wrecking permit fees:

No fee shall be charged for a permit to wreck any building containing 6,500 cubic feet or less. (Ord. 281).

No permit to remove or raze a building or structure shall be granted until notice of the application therefore has been given to the owners of lots adjoining the lot upon which the building or structure is to be moved, and to the owners of wires or other impediments the removal of which will be necessary; and an opportunity has been given the owners to be heard, before the Building Inspector; nor until a bond of not less

than fifty dollars (\$50.00) nor more than five hundred dollars (\$500.00) as fixed by the Director of Public Safety has been filed with him to indemnify the City for damages.

1305.20 SHORING PERMIT

A Shoring Permit shall be required for all reinforcement and stabilization of damaged building, structure or part thereof. See Section 1305.17 (IV) of this Chapter for the Fee Schedule.

1305.21 MOVING PERMIT FEE.

The fee for moving buildings or structures of 1,000 cubic feet or more is prescribed in the Fee Schedule, plus a required one thousand dollars (\$1,000.00) bond. (Ord. C25-94. Passed 4-18-94).

Buildings or structures eight feet or less in width, and not more than 1,000 cubic feet do not require a permit. (Ord. C45-66. Passed 7-11-66.)

1305.22 TENT PERMIT.

The fee for each tent shall be as prescribed therefore in the fee schedule for each calendar month or fraction thereof. (Ord. C25-94. Passed 4-18-94.)

1305.23 CONTAINMENT OF TRASH AND DEBRIS REQUIRED.

All trash and debris associated with or resulting from permitted construction of residential, commercial or industrial structures shall be contained on the construction site in a dumpster. The building permit holder shall maintain the dumpster and site so as to control litter and debris at all times, and remove and dispose of the debris in an approved landfill. The dumpster shall be removed from the site prior to the issuance of the occupancy permit.

Violations occurring as a result of noncompliance may result in the issuance of a stop work order until the site is brought into compliance. (Ord. C67-89. Passed 8-7-89.)

1305.24 SPECIAL INSPECTIONS.

An inspection fee as prescribed in the fee schedule is required to inspect a building for the purpose of checking for compliance with, or a change of occupancy of any existing building when no work is proposed which would otherwise require a building permit.

A site which requires an initial inspection, annual inspection or both for licensing by a city, state or other government agency such as, but not limited to, a nursing home, rest home, day care center, dancehall, hospital, group home, residential care facility, or school shall be assessed a fee as prescribed in the fee schedule.

After Hours Inspection. Any permit holder may request an after hours inspection. Such inspection may be approved by the building official when an emergency condition exists or when special or unusual circumstances prohibit an inspection during normal hours. An after hours inspection fee as prescribed in the fee schedule shall be charged in addition to any other fee which may be charged and the base fee must be paid prior to an type of special inspection.

1305.99 PENALTY.

Any person, firm or corporation which violates or fails to comply with any provision of this Part Thirteen-Building Code for which no other penalty has been provided, or fails to comply with any order or regulation made there under, or builds in violation of a building permit or certificate issued there under shall

be guilty of a misdemeanor of the fourth degree for each and every violation and noncompliance. A separate offense shall be deemed committed each day during or on which an offense occurs or continues. The imposition of a penalty shall no excuse the violation or permit it to continue and the application of such penalty shall not be held to prevent the enforced removal of prohibited conditions. (Ord. C69-82. Passed 9-20-82.)

See Section 1301.99 for General Building Code Penalty if no other penalty is provided.

C-33-02 EXHIBIT "B"

**CODIFIED ORDINANCES OF GROVE CITY
PART THIRTEEN - BUILDING CODE**

TITLE ELEVEN - Contractor Registration

Chap. 1371	General Provisions
Chap. 1373	Contractor Board of Review
Chap. 1375	Building Division Issued Registrations - General
Chap. 1377	OCEIB Specialty Contractor Building Division Registration
Chap. 1379	Building Division Issued Registrations - Demolition Contractor; Fire Alarm & Detection Equipment; Fire Protection Company

**CHAPTER 1371
General Provisions**

1371.01	Purpose	1371.07	Work of a Registered Fire Alarm &
1371.02	Scope		Detection Equipment and/or Fire
1371.03	Work of Building Division		Protection Company
	Registered Contractor	1371.08	Required Registration of Ohio
1371.04	Home Improvement Contractors		Division of State Fire Marshall
1371.05	Work of a Registered OCIEB		Certified Individual
	Licensed Specialty Contractor	1371.09	Work as a Sub-contractor
1371.06	Work of a Registered		
	Demolition Contractor		

CROSS REFERENCES

1371.01 PURPOSE

The purpose of this Chapter is to provide minimum qualification standards for specific areas of construction related contracting within the corporate limits by requiring that such specific areas of contracting herein regulated will be performed under the supervision, direction and control of purposely Building Division registered contractors for the protection of life, limb, health, property and for the safety and welfare of the general public and the owners and occupants of all building and structures.

1371.02 SCOPE

The provisions of this Chapter for Building Division issued registration apply to the construction, addition, prefabrication, alteration, repair, and maintenance of all types of buildings or structures and their accessory structures, including the building service equipment associated therewith, which is either governed or regulated by the Grove City Building Code or the Ohio Basic Building Code.

1371.03 WORK OF BUILDING DIVISION REGISTERED CONTRACTOR

(a) It shall be unlawful to undertake or perform work of any Building Division registered contractor, or trade, as defined in this building code within the corporate limits without first obtaining a Building Division issued registration.

(b) It shall be unlawful for any person other than an owner, officer, partner, or employee of a Building Division issued registered contractor, to represent or advertise him or herself, for or without compensation, either publicly or privately, as being ready, willing or able to contract to undertake or offer to undertake, to plan for, lay out, supervise, install and/or make additions, alterations or repairs for any work within the scope of any Building Division registration required to perform such work, unless such work will be performed under the auspices of a Building Division registration as required by this Chapter. Such Building Division issued registration shall have issued by the Building Division.

(c) The requirements of subsection (a) & (b) above shall apply to any work within the scope of a Building Division issued registration for work in any new or existing building or structure, which shall include one (1) -, two (2) -, and three (3) family dwellings, governed by either the Grove City Building Code or the Ohio Basic Building Code.

- (d) The Building Division requires and issues registrations for the following types of contracting:
- (1) Home improvement - general contractor.
 - (2) Home improvement - limited contractor.
 - (3) Sewer contractor.

A Building Division issued home improvement contractor registration in the specific craft or trade as defined hereafter in this Chapter, is required to perform such work in, or on, any one (1)-, two (2)-, and three (3) family dwelling within the corporate limits.

(e) No home improvement general contractor registration, home improvement limited contractor registration, or sewer contractor registration shall be required of any person when acting in the particular capacity or particular type of transaction set forth in this subsection as follows:

- (1) A trades person who performs labor or services for a Building Division registered contractor for wages, salary, or compensation of any type, manner or form provided such person is a direct employee or a legally leased trades person under the direct supervision of the Building Division registered contractor.

1371.04 HOME IMPROVEMENT CONTRACTORS

(a) A home improvement general contractor's registration shall be required to engage in the business of providing home improvements as defined in Section 1301.03, including, but not limited to the fields of specialization indicated in Section 1375.03 paragraph (B).

(b) A home improvement limited contractor's registration shall be required to engage in business in one of the fields of specialization indicated in Section 1375.05 paragraph (B).

- (1) Fireplaces and stoves shall include prefabricated fireplaces, masonry fireplaces, wood and coal burning stoves, freestanding, built against a wall, or enclosed within the structure and fireplace inserts.

- (2) Exterior installations shall include registration categories for the installation of siding, replacement windows, canopies, awnings, and other miscellaneous attachments to the exterior of a one-, two-, or three-family dwelling.

(c) The Chief Building and Zoning Official can recommend the creation of additional categories to, or modifications of, the existing home improvement limited registrations.

1371.05 WORK OF A REGISTERED O.C.I.E.B. LICENSED SPECIALTY CONTRACTOR.

(a) It shall be unlawful to undertake or perform work of any Ohio Construction Industry Examining Board (OCIEB) licensed specialty contractor, as defined by Section 715.27(F) of the Ohio Revised Code, within the corporate limits without first obtaining an OCIEB licensed specialty contractor registration from the Building Division.

(b) In addition, it shall be unlawful for any person other than an owner, officer, partner, or employee of an OCIEB licensed specialty contractor, to represent or advertise him or herself, for or without compensation, either publicly or privately, as being ready, willing or able to contract to undertake or offer to undertake, to plan for, lay out, supervise, install and/or make additions, alterations or repairs in or for the building service equipment installation of any electrical, plumbing, heating, ventilating and air conditioning (HVAC), refrigeration or hydronics system in any building or structure governed by this building code, unless such work will be performed under the auspices of a duly registered OCIEB licensed specialty contractor as required by this section.

(c) The requirements of subsection (a) & (b) above shall apply to any new or existing building service equipment in any new or existing building or structure, which shall include one (1)-, two (2)-, and three (3) family dwellings, governed by either the Grove City Building Code or the Ohio Basic Building Code.

(d) The Building Division requires and issues registrations for the following OCIEB licensed specialty contractors:

- (1) Electrical contractor.
- (2) Heating, ventilating and air-conditioning (HVAC) contractor.
- (3) Hydronics (steam and hot water).
- (4) Plumbing contractor.
- (5) Refrigeration contractor.

(e) No OCIEB specialty contractor license, or registration, shall be required of any person when acting in the particular capacity or particular type of transaction set forth in this subsection as follows:

- (1) A trades person who performs labor or services for a Building Division registered OCIEB specialty contractor for wages, salary, or compensation of any type, manner or form provided such person is a direct employee or a legally leased trades person under the direct supervision of the registered OCIEB licensed specialty contractor.
- (2) Any retail clerk, clerical, administrative, or other employee of a Building Division registered OCIEB specialty contractor, as to a transaction on the premises of the contractor.

1371.06 WORK OF A REGISTERED DEMOLITION CONTRACTOR

- (a) The Building Division requires and issues registration for a demolition contractor.

(b) Whenever any work involving the demolition of any building or structure, which shall include one (1)-, two (2)-, and three (3) family dwellings and buildings or structures associated therewith governed by this building code is to be performed within the corporate limits, such work shall be only transacted by a demolition contractor duly registered with the Building Division.

(c) As used in this building code, a demolition contractor is any person that provides the means, processes and procedures for razing or removing all, or a portion thereof, of a building, structure or appurtenance from a property governed by this building code located within the corporate limits.

1371.07 WORK OF A REGISTERED FIRE ALARM AND DETECTION EQUIPMENT AND/OR FIRE PROTECTION COMPANY.

(a) The Building Division requires and issues registrations for the following categories of certified fire alarm and detection equipment and/or fire protection companies:

- (1) Automatic sprinkler and standpipe systems.
- (2) Fire Service mains.
- (3) Fire Pumps.
- (4) Fire Alarm and detection equipment.
- (5) Household fire warning equipment only.
- (6) Engineered extinguishing equipment (OTW).
- (7) Pre-engineered extinguishing equipment (OTW).

(b) The scope of work of a certified fire alarm and detection equipment and/or fire protection company registered with the Building Division is limited to those categories in paragraph (A) above for which current and valid proof of Ohio Division of State Fire Marshal individual certification issued by the Bureau of Licensing and Certification is provided to the Building Division. The requirement for, and the issuance of, a certified fire alarm detection equipment and/or fire protection company registration shall become effective with the opening of the Building Division's business on Monday, July 1, 2002.

(c) Whenever any work involving either the alteration and/or installation of any fire alarm and detection equipment and/or fire protection system, in any building or structure governed by this building code, such work shall only be transacted by a certified fire alarm and detection equipment and/or fire protection company duly registered with the Building Division. The requirements of this subsection shall apply to any work within the scope of a Building Division issued certified fire alarm and detection equipment and/or fire protection company registration for work in, on, or involving any new or existing building or structure, which shall include one (1)-, two (2)-, and three (3) family dwellings, governed by either the Grove City Building Code or the Ohio Basic Building Code within the corporate limits.

(d) Exception: The installation of single station, inter-connected line voltage smoke detectors that are installed by an OCIEB licensed electrical specialty contractor duly registered with the Building Division in one (1)-, two (2)-, and three (3) family dwellings.

(e) The validity of a fire alarm and detection equipment and/or fire protection company category of work listed in Section 1375.07(A) is totally dependant upon the expiration date of the validating individual's certification or of the company's certification expiration dates, whichever comes first.

As used in this building code, a certified fire alarm and detection equipment and/or fire protection company is a company certified by the Ohio Division of State Fire Marshal, Bureau of Licensing and Certification that provides the means, processes, and procedures for the alteration and/or installation of any fire protection system in any building or structure governed by this building code that consists of devices, equipment and/or systems used to detect a fire, activate and alarm, suppress or control a fire, or any combination thereof. The registration of a certified fire alarm and detection equipment and/or fire protection company with the Building Division requires current, valid company certification issued by the Ohio Division of State Fire Marshal, Bureau of Licensing and Certification.

1371.08 REQUIRED REGISTRATION OF OHIO DIVISION OF STATE FIRE MARSHAL CERTIFIED INDIVIDUAL.

(a) The certified individual, who provides the validation for the scope of work any of the categories of Section 1375.07 (A) for a fire alarm and detection equipment and/or fire protection company, shall have current and valid certification issued by the Ohio Division of State Fire Marshal, Bureau of Licensing and Certification. Such an individual shall also be registered with the Building Division. The requirement for this registration shall become effective with the opening of the Building Division's business on Monday, July 1, 2002.

(b) The validity of the individual's certification is totally dependent upon the expiration date of his or her certification or of the expiration date of the company's certification, whichever comes first.

1371.09 WORK AS A SUB-CONTRACTOR.

(a) A Building Division registered home improvement general or limited contractor, a registered sewer contractor, a registered O.C.I.E.B. licensed specialty contractor, a registered demolition contractor and a registered certified fire alarm and detection and/or fire protection company, with proper and current registration, may do work as a sub-contractor of a primary contractor or registrant who has proper and current registration and who has a permit to do the work. The sub-contractor shall not be required to obtain a second permit and pay fees based on the number of devices, etc., already paid for by the primary contractor or registrant. The sub-contractor shall obtain a permit to do that part of the work being sub-contracted and shall pay the relevant minimum fee indicated in the fee schedule.

The registration and certification requirements of the sub-contracting company shall coincide with that of the primary contracting company as required to cover that work being sub-contracted.

(b) The sub-contractor's permit application shall be made in the name of the sub-contractor and shall indicate all of the following information:

- (1) The work to be sub-contracted; and
- (2) Shall identify the primary contractor or registrant; and
- (3) The permit number issued to primary contractor or registrant; and
- (4) Under the miscellaneous space, state "sub-contractor."

(c) Both the primary contractor and the sub-contractor, or the primary registrant and the sub-registrant, shall be responsible for the work as regulated by the Grove City Building Code.

CHAPTER 1373

Contractor Board of Review – General Provisions and Requirements

1373.01	Contractor Board of Review	1373.03	Duties and Powers of the Contractor Board of Review
1373.02	Composition of Board	1373.04	Appeal of the Board Decision

CROSS REFERENCES

1373.01 CONTRACTOR BOARD OF REVIEW.

There is hereby created in the Building Division the Contractor Board of Review.

1373.02 COMPOSITION OF BOARD.

(a) The Contractor Board of Review shall be composed of five (5) voting members and a secretary. Three (3) voting members of a board in attendance at a meeting shall constitute a quorum.

(b) The Building Official or his designee shall be the secretary to such board. The secretary of a Contractor Board of Review is not a voting member of the board.

(c) The Contractor Board of Review shall have the following membership:

- (1) Two (2) OCIEB licensed specialty contractors, whose trade or craft shall be relevant to the business of the Contractor Board of Review on which they serve. Both contractors shall be duly registered with the Division. In addition, such OCIEB licensed specialty contractors shall be actively engaged in the type of contracting of their OCIEB specialty license.
- (2) Two (2) journeypersons, of the two (2) journeypersons, one (1) shall be employed under a collective agreement with recognized labor organization, and one (1) shall not.
- (3) One (1) public member, who is familiar with the construction industry.

(d) No member of any Contractor Board of Review shall be employed or affiliated with the same business entity or entities of another. No public member shall have a direct or indirect interest in any thing, place or business that is required to be registered by the Grove City Codes.

(e) Except for the secretary, all members of a Contractor Board of Review shall be legal residents of the City of Grove City or of the counties therein situated and appointed for a term of three (3) years by Chief Building and Zoning Official. The term of each board member shall continue until a successor is appointed. The Chief Building and Zoning Official may remove any member of the board, except the secretary and the Administrator, for incompetence, neglect of duty, malfeasance, or misconduct in office.

(f) If a Contractor Board of Review would be comprised of less than a majority of its voting members who are legal residents of the City by the appointment of a non-resident of the City, the Chief Building and Zoning Official shall only appoint a legal resident of the City.

1373.03 DUTIES AND POWERS OF THE CONTRACTOR BOARD OF REVIEW.

(a) General Duties and Powers. The Contractor Board of Review shall have the following general duties and powers:

- (1) To make, adopt, and from time to time, alter its own rules or procedures for the conduct of its meetings and proceedings.
- (2) To select its own officers in accordance with the By-laws adopted by the board.
- (3) To perform other related duties required either by this building code or as directed by the Chief Building and Zoning Official.
- (4) To adjudicate a complaint filed with the Contractor Board of Review against a Building Division registered OCIEB license specialty contractor, the holder of a Building Division issued registration. Such a complaint, however, shall be within the limits of the authority, competence, concern, intention, or responsibility of the Contractor Board of Review receiving the complaint.
- (5) To suspend or revoke the relevant Building Division issued registration or registration of a contractor who, after notification and hearing:
 - (A) Shall have been found to have violated the terms of this Chapter; or
 - (B) Shall have failed to obtain proper permits or failed to obtain inspection as required by the applicable building code relating to the inspection and approval of such work, within the city; or
 - (C) Shall have been shown to be persistent and habitual violators of the laws of the state, the provisions of this building code or other ordinances of the city relating to the construction, installation or repair of buildings within the City of Grove City.

(b) In the event there ceases to be an approved testing agency to provide the examination(s) required by Chapter 1371, the Chief Building and Zoning Official shall immediately notify, in writing, the Contractor Board of Review. The Chief Building and Zoning Official shall also issue a statement, in writing, of policy and procedure to be used until such time an approved testing agency has been identified by the Chief Building and Zoning Official.

1373.04 APPEAL OF A BOARD DECISION.

Any decision of the Contractor Board of Review shall be appealed to the Director of Safety, pursuant to Section 501.13. Such an appeal shall be limited to the record created during the proceeding before the Contractor Board of Review.

CHAPTER 1375

Building Division Issued Registrations – General Provisions and Requirements

1375.01	Applicability	1375.09	Fees
1375.02	Application	1375.10	Contractor Registration Number
1365.03	Minimum Experience Qualifications	1375.11	Expiration and Renewal
1375.04	Examinations Required Registration	1375.12	Transfer
1375.05	Appeals	1375.13	Assignment and Issuance
1375.06	Bond Requirement	1375.14	Elective Suspension (escrow)
1375.07	Insurance Coverage Requirement	1375.15	Employment Escrow Status Provision
1375.08	City Income Tax Division Registration Required	1375.16	Suspension and Revocation

CROSS REFERENCE

1375.01 APPLICABILITY

Sections of this Building Code, including but not limited to, 1375.01 thru 1375.16, are applicable to contractor's registrations issued by the Building Division.

1375.02 APPLICATION

(a) A person desiring to be a Building Division registered home improvement general or limited contractor, or a sewer contractor, shall apply to the Building Division on an application form prescribed therefore for such registration, together with the fee prescribed by the fee schedule.

(b) The application for a Building Division issued registration shall be confirmed and signed under oath by the applicant. The application for a registration shall contain the following information:

- (1) Name of the applicant.
- (2) Date of birth.
- (3) Current residence and business addresses of the applicant.
- (4) Current residence and business telephone numbers of the applicant.
- (5) Dates of previous registrations or registrations with the Building Division, if any.
- (6) Other information deemed necessary by the Building Division.

(c) The application for a registration that as a prerequisite requires an examination, or examinations, shall be submitted to the Building Division no later than ninety (90) calendar days after the date on which a passing score was achieved on any required examination given by an approved testing agency.

After ninety (90) calendar days from the date that a passing score was achieved on any required examination for a Building Division issued registration, the passing score for that examination shall become invalid. When more than one (1) examination is required for a Building Division issued registration, all examination scores shall be valid. Only valid examination scores are acceptable when making an application to the Building Division.

(d) In addition, the applicant shall also furnish a statement of experience with the application for a Building Division issued registration. The statement of experience shall encompass the period of required experience as set forth in the qualifications for the type of registration for which the application is made. The statement shall clearly and concisely provide the following information:

- (1) List of employer or projects with dates of same as applicable; and
- (2) Detailed work related information about the employment or projects so listed; and
- (3) The length of time devoted to each such employment or project listed; and
- (4) The name of the employer or other responsible person with direct knowledge of the quality of the work performed by the applicant during such employment or project listed; and
- (5) A statement about the applicant's character by each such employer or responsible project person having direct knowledge of the character of the applicant during such employment or project listed; and
- (6) A statement, made by the applicant, of the schooling and training the applicant has obtained shall also be included.

(e) This statement of experience shall be notarized.

(f) Before an application may be approved for any applicant for a home improvement general or limited contractor's registration, sewer contractor's registration to be issued by the Building Division, the applicant shall meet the following requirements:

- (1) Be not less than eighteen (18) years of age.
- (2) Be a United States citizen.
- (3) Be of good moral character, as defined herein.

(g) In determining the moral character of an applicant, the Contractor Board of Review may consider:

- (1) A record of repeated violations of the Building Code of Grove City or elsewhere.
- (2) A record of repeated violations of other laws or ordinances regulating building construction in Grove City, or elsewhere.
- (3) A record of dishonest practice or malpractice in the conduct of a business, trade or profession.

(h) In determining the moral character of an applicant, the Contractor Board of Review may also consider a record of conviction of any crime that was punishable by death or imprisonment in excess of one (1) year under the law that the applicant was convicted, and if the Contractor Board of Review, upon being fully informed, determines that such conviction has a substantial bearing upon the applicant's fitness to be a holder of a registration issued by the Building Division.

(i) A Contractor Board of Review shall consider only such factors as heretofore enumerated when determining the moral character of an applicant.

1375.03 MINIMUM EXPERIENCE QUALIFICATIONS

(a) Home Improvement General Contractor Registration. The applicant for a home improvement general contractor registration shall have a minimum of three (3) full years experience in the one-, two-, and three-family home improvement field.

(b) Home Improvement Limited Contractor Registration. The applicant for a home improvement limited contractor registration in the following fields of specialization shall have a minimum of one (1) full year's experience in that field for which a registration is applied:

- (1) Residential roofing.
- (2) Residential siding, windows and doors.
- (3) Residential wood deck installation.
- (4) Residential basement waterproofing.
- (5) Residential prefabricated fireplaces and wood or coal stoves.
- (6) Residential masonry fireplaces.
- (7) Residential aluminum siding installation.
- (8) Residential fencing.
- (9) Residential sidewalks and driveway approaches.
- (10) Residential exterior lathing and stucco.
- (11) Residential pool and spas.
- (12) Residential asphalt paving.
- (13) Residential irrigation sprinkler
- (14) Residential satellite systems insulation
- (15) Residential security systems

(c) Sewer Contractor Registration. The minimum of experience required for an applicant for a sewer contractor's registration shall be evidenced in writing and shall have been obtained in any of the following ways:

- (1) Two (2) consecutive full year's experience under the supervision of a Grove City or other recognized jurisdiction's registered sewer contractor; or,
- (2) Three (3) cumulative, nonconsecutive full year's experience under the supervision of Grove City or other recognized jurisdiction's registered sewer contractor; or,
- (3) A current, valid registration as a sewer contractor in another recognized city, county or state; or,
- (4) Two (2) full years' experience working on sewer system(s).

(d) General Sign Contractor. The minimum of experience required for an applicant for a general sign contractor's registration shall be evidenced in writing and shall have been obtained in any of the following ways:

- (1) Two (2) consecutive full year's experience under the supervision of a Grove City or other recognized jurisdiction's registered general sign contractor; or,
- (2) Three (3) cumulative, nonconsecutive full year's experience under the supervision of a Grove City or other recognized jurisdiction's registered general sign contractor; or,
- (3) A current, valid registration as a general sign contractor in another recognized city, county or state; or,
- (4) Two (2) full years' experience working on sign system(s).

(e) Limited Sign Contractor. The minimum of experience required for an applicant for a limited sign contractor's registration shall be evidenced in writing and shall have been obtained in any of the following ways:

- (1) Two (2) consecutive full year's experience under the supervision of a Grove City or other recognized jurisdiction's registered general sign contractor; or,

- (2) Three (3) cumulative, nonconsecutive full year's experience under the supervision of a Grove City or other recognized jurisdiction's registered limited sign contractor; or,
- (3) A current, valid registration as a general sign contractor in another recognized city, county or state; or,
- (4) Two (2) full years' experience working on sign system(s).

(f) Alternatively, in lieu of the above requirements of Sections (A), (B), or (C) above, an applicant for any registration may be:

- (1) An engineer, registered in Ohio, in the specific field of work for the type of registration for which application is made; or,
- (2) A graduate engineer, with at least one (1) full year's experience as a designer or installer in the specific field of work for the type of registration for which application is made.

(g) Determination of a full year. A "full year" of experience, where required in sections (A) through (E) above, shall be based on twelve (12) consecutive calendar months during which the applicant shall have been gainfully and verifiably employed for not less than sixteen hundred (1600) working hours at the specific craft, trade or profession for which an application for a Building Division issued registration has been made.

1375.04 EXAMINATIONS REQUIRED.

(a) Before submitting an application to the Building Division, to become a Building Division registered home improvement general or limited contractor, or sewer contractor, an applicant shall have done the following:

- (1) Satisfactorily complete and pass, with a grade of at least seventy (70) percent, all written examinations as prescribed by the Contractor Board of Review for the type of registration for which an application will be made with the Building Division. The required examinations shall be administered by an approved testing agency identified by the Chief Building and Zoning Official. The required examinations shall include:
 - (A) An approved examination based on practical trade and craft(s) skill(s) and knowledge and, in addition, the applicable code(s) for the specific type of registration applied for; and,
 - (B) An approved examination similar to the current business and law examination required by the Ohio Construction Industry Examining Board (OCIEB) for registered specialty contractors.

(b) After ninety (90) calendar days from the date that a passing score was achieved on any required examination for a Building Division issued registration, the passing score for that examination shall become invalid.

(c) An approved examination shall be an examination that has been reviewed and recommended for use to the Chief Building and Zoning Official by the Contractor Board of Review and subsequently approved for use by the Chief Building and Zoning Official.

375.05 APPEALS.

The decision of the Contractor Board of Review concerning an application for a Building Division issued registration shall be appealed to the Director of Safety, pursuant to Section 501.13. Such an appeal shall be limited to the record created during the proceeding before the applicable Contractor Board of Review.

1375.06 BOND REQUIREMENT

(a) Before the Building Division issues a home improvement general or limited contractor's registration, or a sewer contractor's registration under the provisions of this Chapter, and prior to each renewal thereof, each holder of such a Building Division issued registration shall, in a manner prescribed by the Building Division, give a bond, which shall be maintained at all times thereafter, to the Building Division. A Building Division issued registration shall not be issued or renewed without meeting this bond requirement.

(b) The bond required for the holder of a Building Division issued registration shall be of not less than fifteen thousand dollars (\$15,000.00). The bond shall have good and sufficient surety approved by the Building Division. The bond shall be on a form prescribed by the Building Division.

(c) The bond shall be conditioned to reimburse any person for damages resulting from any act on the part of such registrant, his agents or employees contrary to the provisions of this Building Code, including the Ohio Basic Building Code and the Building Division's adopted One, Two and Three Family Dwelling Code, any other code or ordinance of the city, or any omission on registrant's part to perform any duties required therein.

(d) Payment on the bond required above shall be available only for a violation of one or more specific sections of this Building Code, including the Ohio Basic Building Code and of the adopted One, Two and Three Family Dwelling Code. The bond shall also provide payment for any other violation of a code or ordinance of the city, or any omission on registration's part to perform any duties required therein. Any person claiming damages as described in (A) above shall make his claim for damages directly to the surety. Neither a Contractor Board of Review, nor the City, its agents or employees may claim or collect payment from a surety for, or on behalf, of any private party.

(e) Failure to maintain such bond in good standing shall be cause for immediate suspension by the Building Division of the Building Division issued registration.

(f) The individual named on the Building Division issued contractor's registration, shall sign the bond submitted for a Building Division issued registration or the renewal thereof, regardless of any assignment to a business concern.

(g) When an individual has more than one (1) such Building Division issued contractor's registration one (1) fifteen thousand dollar (\$15,000) bond will be sufficient for all such registrations with the Building Division.

1375.07 INSURANCE COVERAGE REQUIREMENT

(a) Before the Building Division issues a contractor's registration under the provisions of this Chapter, and prior to each renewal thereof, each holder of a Building Division registration shall, in a manner prescribed by the Building Division, provide proof of liability insurance, which shall be maintained at all

times thereafter, to the Building Division. A Building Division issued registration shall not be issued or renewed without meeting this insurance coverage requirement.

(b) The liability insurance required for the holder of a contractor's registration issued by the Building Division shall be written with an acceptable insurance company registered to do business in the state of Ohio. The liability insurance shall afford limits of liability no less than one hundred thousand dollars (\$100,000.00) for damages to a single person, and three hundred thousand dollars (\$300,000.00) for one (1) occurrence.

(c) Failure to maintain such liability insurance coverage in good standing shall be cause for immediate suspension by the Building Division of the Building Division issued contractor's registration.

1375.08 CITY INCOME TAX DIVISION REGISTRATION REQUIRED

(a) Before the Building Division issues a home improvement general or limited contractor's registration, or a sewer contractor's registration under the provisions of this Chapter, and prior to each renewal thereof, each holder of a Building Division issued contractor's registration shall register with the Income Tax Division of the City of Grove City Department of Finance. Relevant proof of such registration shall, in a manner prescribed by the Building Division, be provided to the Building Division. A Building Division issued contractor registration shall not be issued or renewed without proof of this registration with the city Income Tax Division.

(b) Failure to maintain an account in good standing with the Income Tax Division of the City of Grove City shall be cause for immediate suspension by the Building Division of the Building Division issued contractor's registration.

1375.09 FEES.

The fee for the initial Building Division issued registration and its renewal, is established by the Fee Schedule.

1375.10 CONTRACTOR REGISTRATION NUMBER.

(a) The Building Division shall issue a unique number for each Building Division issued registration-holder registered with the Building Division who shall exclusively retain the use of such number. Afterward, such registration-holder shall exclusively retain the use of such number. Annually thereafter, such Building Division issued registration shall be renewed using the same number.

(b) When the holder of a Building Division issued registration assigns his or her right to a registration to a business concern, the registration shall bear the individual's name and unique registration number.

(c) Where the registration of a business concern contained the names of more than one Building Division issued registration-holder, the unique registration number shall be assigned to the first name thereon. Should the other Building Division issued registration-holders desire an individual registration number for any reason, the Building Division shall issue that registration-holder an individual registration upon payment of the registration renewal fee. A registered business concern shall have only one (1) such unique registration number.

(d) When more than one Building Division issued registration-holder assigns their registration to a business concern, the bond provided by the registered-business shall be sufficient for all Building Division issued registrations assigned to the business concern.

1375.11 EXPIRATION AND RENEWAL

(a) The provisions of this section concerning renewal only apply to home improvement general and limited contractor's registrations and sewer contractor's issued by the Building Division.

(b) The registration shall be valid each year from January 1 through December 31.

(1) An applicant with these types of registrations for renewal shall be exempt from reexamination provided:

(A) The application for renewal is filed within thirty (30) days following the expiration of such registration formerly held by the applicant; and

(B) If such former registration has not been revoked for cause by a Contractor Board of Review.

(2) Failure to renew these types of registrations within thirty (30) calendar days following its expiration date shall require that the applicant appear before the Contractor Board of Review for consideration of reinstatement of the Building Division issued registration.

(c) A home improvement general or limited contractor's registration, a sewer contractor's registration, may be renewed at any time during the ninety (90) calendar days prior to its expiration date; however, such early renewal shall comply with the requirements for such renewal.

(d) A bond submitted for Building Division issued registration renewal shall be signed by the individual who has qualified for the registration, regardless of any assignment to a business concern.

(e) A person whose Building Division issued registration has expired shall not perform any work governed by this code until a renewal of the registration by the Building Division is issued, nor shall the Building Division issue a permit to a registration-holder with an expired Building Division issued registration.

(f) A Building Division issued registration holder, or his or her registered business, which fails to correct work, which does not comply with this building code, fails to obtain final inspections shall be denied the renewal of his or her registration until compliance with this building code shall have been secured.

1375.12 TRANSFER.

(a) No Building Division issued home improvement general or limited contractor's registration, or a sewer contractor's registration, shall be transferable. No holder of either a home improvement general or limited contractor's registration, or a sewer contractor's registration, issued by the Building Division, shall allow their name to be used by any other person either for the purpose of doing work or obtaining a permit. No holder of a Building Division issued registration shall permit or allow any person to do work under authority of a permit granted to the registration-holder unless such other person is either a direct employee or a legally leased tradesperson, which is under the direct supervision of the registration-holder or registered-business.

(b) Exception:

(1) A registered home improvement general contractor duly registered by the Building Division may work as a subcontractor of another duly registered home improvement

general contractor also registered by the Building Division, in accordance with Section 1371.07.

- (2) A registered home improvement limited contractor duly registered by the Building Division, may work as a subcontractor of another duly registered home improvement limited contractor also registered by the Building Division, in accordance with Section 1371.07.
- (3) A registered sewer contractor duly registered by the Building Division may work as a subcontractor of another duly registered sewer contractor also registered by the Building Division, in accordance with Section 1371.07.

1375.13 ASSIGNMENT AND ISSUANCE

(a) A home improvement general or limited contractor's registration and a sewer contractor's registration shall be issued in the name of the individual who successfully met the qualifications and passed the examination or examinations as required by this Chapter. However, said individual, at the time of applying for said Building Division issued registration, or at any time thereafter, may assign, his or her rights to a registration to a business concern with whom he is associated as a legal, full-time officer, proprietor, partner, or employee, and may designate that his or her registration shall be issued in the name of said concern. In such event, such registration shall be issued in the name of said business concern, and said concern shall be known as the registered-business. The individual applicant shall not be issued a registration in his or her own name during the period he or she is associated with said business concern. In such event, the registration shall state on its face the name and position in the business concern of the individual who has qualified for the registration under the terms of this Chapter. No individual may be named on more than one registration within a trade at the same time.

(b) The registration-holder is responsible to notify the building Division of any change of status of their Building Division issued registration.

(c) In the event the individual named on the Building Division issued registration becomes disassociated from the registered-business, the registration shall become null and void (90) calendar days after such disassociation, except where another registration-holder becomes associated with the business concern and the business concern so notifies the Division in writing. During this ninety (90) day period, the work on existing permits may be followed through to completion, but no new work shall be commenced.

(d) In such event, a new Building Division issued registration, setting forth the name of the new registered individual, shall be issued to the registered business. No additional fee shall be required for the issuance of this new registration within the same registration year.

(e) No Building Division issued registration-holder shall be named in any Building Division issued registration to a business concern, who within ninety (90) calendar days immediately preceding to the filing of an application for a Building Division issued registration shall have been the registration-holder designated as the registration-holder in the licensure of any business concern, unless it had been in the Building Division issued registration of the registration him or herself.

(f) Exception. Upon presentation of satisfactory evidence of whichever of the following conditions having occurred that caused the termination of the currently registered-business, the ninety (90) day period may be waived by the Chief Building and Zoning Official:

- (1) Closure of the registered-business because of Chapter 7 bankruptcy.

- (2) Dissolution of the registered-business that is a corporation, limited liability partnership (LLP), or a limited liability corporation (LLC) that was filed and recorded and in good standing with the Secretary of State of Ohio.
- (3) Merger or consolidation of the registered-business with a corporation, limited liability partnerships (LLP), or a limited liability corporations (LLC) that are filed and recorded and in good standing with the Secretary of State of Ohio.
The provisions of this exception may be implemented only once in any thirty-six (36) twelve (12) consecutive month period.

(g) When a Building Division issued registration is assigned to a business concern, all work carried on by the registered-business shall be deemed to be carried on under the personal supervision of the person named in the Building Division issued registration. Therefore, any violations of the terms of the Building Division issued registration, or of this building code, shall be imputed to the Building Division issued registration-holder named therein. The Building Division issued registration-holder shall be actively engaged in the business and shall be readily available for consultation with the Building Division within two (2) business days after notification.

(h) No registration-holder shall permit his or her Building Division issued registration to be used in more than one business at any time. It shall be cause for revocation by the Building Division of the registration issued to a business concern if it shall be shown that the registration-holder is not, or is no longer, a legal, full-time officer, proprietor, partner or employee of said business concern. No Building Division issued registration-holder shall be entitled to be named in any Building Division issued registration who shall have outstanding against them, as an individual, or as a full-time officer, proprietor, partner, or employee of business concern, any suspension or revocation of another Building Division issued registration or Building Division registration. However, another qualified Building Division issued registration-holder who is a full-time, proprietor, partner or employee may be substituted upon proper application therefore.

1375.14 ELECTIVE SUSPENSION (ESCROW).

(a) A home improvement general or limited contractor, or sewer contractor, may place their Building Division issued registration in elective suspension (escrow) upon a written request and payment of the fee as prescribed by the fee schedule for such placement to the Building Division's registration section at any time. The written request shall be submitted with his or her application for the immediate establishment of the elective suspension (escrow) status or to occur in lieu of their contractor registration renewal. The registration-holder shall pay the fee as prescribed by the fee schedule and obtain, a Building Division issued contractor registration elective suspension (escrow) renewal each year as herein before regulated. During the period of the elective suspension (escrow) the registration-holder shall not be required to obtain or furnish the required bond, liability insurance, the State of Ohio worker's compensation coverage or City Income Tax Division registration. Throughout the period of elective suspension (escrow), the registration-holder shall not perform any work of a Building Division issued registered contractor and no permits shall be issued to such registration-holder.

(b) A home improvement general or a limited contractor registration, may be placed in elective suspension (escrow) indefinitely. However, such registration shall be renewed each year by payment of the fee prescribed by the fee schedule for such placement. Failure to renew a registration that is in elective suspension (escrow) or in employment escrow status in accordance with Section 1375.15 shall be sufficient cause for such registration to become immediately canceled by the Building Division without recourse. Re-

Establishment of a home improvement general or a limited contractor registration, shall be only accomplished by making a new application for such Building Division issued registration with the Building Division.

(c) Upon notification to the Building Division's registration section and paying the fee as prescribed in the fee schedule, and providing evidence of possessing the required bond, liability insurance and proof of registration with the City Income Tax Division, the elective suspension (escrow) status of a Building Division issued registration shall be removed. Thereafter, the Building Division issued registered-holder may perform the work of his or her registered craft or trade as a Building Division registered contractor and obtain permits, or work as applicable.

1375.15 EMPLOYMENT ESCROW STATUS PROVISION.

(a) Upon a written request to the Building Division, an individual, who has a current, valid Building Division issued registration under this Chapter as a home improvement general or a limited contractor, and who is employed as a fulltime inspector by the Building Division, or a Ohio Board of Building Standards certified Building Division, or a Ohio county health Building Division, in such a related field of inspection, may place their Building Division issued registration in a continuous employment escrow status with the Building Division.

(b) The Building Division issued registration-holder shall be employed as a fulltime inspector as described heretofore for the duration of the employment escrow status. In addition, the registration-holder will also be exempt from the payment of any fee or renewal requirement of the Building Division for such registration, but only for the period of time in which their Building Division issued registration is in this employment escrow status.

(c) A Building Division issued registration that is in employment escrow status shall become invalid, unless its validity is re-established within ninety (90) calendar days after the cessation of such required inspection employment status of the registration-holder. Re-establishment of the registration shall occur with a written request to the Building Division for either reactivation or elective suspension (escrow) of the Building Division issued registration already in employment escrow status. In addition, the payment of the prescribed fees in the fee schedule and all of the requirements for re-establishment of the registration with the Building Division for either a registration renewal or elective suspension (escrow) status, as applicable, shall be required.

1375.16 SUSPENSION AND REVOCATION

(a) Upon receiving a complaint in writing, made by any person and subscribed to by such complainant, and sworn to affirmatively by the complainant before an officer of the Building Division or magistrate authorized to administer oaths, stating in substance facts indicating that a home improvement general or a limited contractor registration-holder shall have done any of the things herein before mentioned which constitute cause for the suspension or revocation of his or her registration, the Secretary of the Contractor Board of Review shall cause a copy of such complaint to be served by certified mail on such Building Division issued registration-holder complained of. This notice shall also identify the Contractor Board of Review that will adjudicate the complaint, the location, time and date upon which the Contractor Board of Review will hear such complaint. The hearing by the Contractor Board of Review shall be at some time not later than sixty (60) calendar days after the filing of such complaint with the Building Division.

(b) Concurrently, the complainant shall also be notified as to the time, date and place of the hearing.

(c) At the time, place and date mentioned in such notices, the Contractor Board of Review shall hear the testimony of such complainant, and of the registration holder complained against, relative to the matters set forth in such written complaint, and also the testimony of any person(s) having knowledge of the facts and brought before such board as a witness(s). All such testimony shall be heard under the oath or affirmation of the person(s) testifying. The Contractor Board of Review shall have the power to adjourn or continue such hearings or to change the place thereof as the circumstances of the particular case may require.

(d) The Contractor Board of Review shall determine the truth or falsity of the matters charged in the complaint after hearing the testimony upon such complaint. In addition, the Contractor Board of Review shall also determine whether any violation of the terms and conditions under which the Building Division issued registration was issued to the registration-holder complained of has occurred. If the Contractor Board of Review determines that such complaint is not true, or that the testimony fails to show that any violation of the terms under which such registration was issued has been committed, the Contractor Board of Review shall forthwith dismiss such complaint.

(e) If, however, it was ascertained that a violation has been committed, the Contractor Board of Review shall have the authority to suspend, for period not to exceed six (6) months, or to revoke the Building Division issued registration held by the registration-holder. Any registration-holder whose registration shall be so revoked shall not be entitled to apply for the issuance of a new Building Division issued registration for a period of one (1) calendar year after the date of such revocation, and not until such former registration-holder has corrected the cause, for which such registration was revoked or suspended, if a specific cause was stated. The penalty to be attached in each case shall be at the discretion of the Contractor Board of Review and within the limits prescribed herein. Any registration-holder that shall have twice previously been found guilty of violation of the terms and conditions of his or her Building Division issued registration shall have such registration revoked, if found guilty on a third or later complaint.

(f) The Secretary of the Contractor Board of Review shall notify the Building Division's licensing section, in writing, by no later than the close of business of the following work day after the final determination of the Contractor Board of Review's hearing was made concerning the complaint filed against the registration-holder.

(g) The decision of the Contractor Board of Review concerning a revocation or suspension of a Building Division issued registration shall be appealed to the Director of Safety, pursuant to Section 501.13 of this Code. Such an appeal shall be limited to the record created during the proceeding before the applicable Contractor Board of Review.

(h) Following revocation, or during any period of suspension, such former registration-holder or registration-holder shall not perform any work of a registered contractor. The Building Division shall not issue a permit to a Building Division issued registered contractor while under revocation or suspension.

CHAPTER 1377
Ohio Construction Industry Examining Board (OCIEB)
Licensed Specialty Contractor
Building Division Registration - Requirements and Provisions

1377.01	Applicability	1377.07	Fees
1377.02	Issuance	1377.08	Contractor Number
1377.03	Application for Registration	1377.09	Expiration and Renewal
1377.04	Bond Requirement	1377.10	Transfer
1377.05	Insurance Coverage Requirement	1377.11	Assignment and Issuance
1377.06	City Income Tax	1377.12	Suspension or Revocation

CROSS REFERENCE

1377.01 **APPLICABILITY.**

(a) Invalidation of specific Building Division issued contractor registrations. Effective with the close of the business day for the Building Division on September 16, 2001, all contractor registrations that originated from the Building Division for electrical contractor, warm air heating and ventilating contractor (HVAC), steam and hot water (hydronics) contractor, plumbing contractor, and refrigeration contractor shall become void.

(b) Subsequently, such specific registrations are no longer acceptable for any purpose of licensure, or renewal, or registration, or for obtaining any permit within the corporation limits from the Building Division.

(c) Consequently, effective with the start of the business day for the Building Division on September 17, 2001, and pursuant to Section 4740.13 of the Ohio Revised Code, the following shall become effective:

- (1) Within the corporation limits, no person shall act as or claim to be a heating-ventilating-air conditioning contractor, refrigeration contractor, plumbing contractor, electrical contractor, or hydronics contractor unless that person holds or has been assigned a Ohio Construction Industry Examining Board (OCIEB) specialty contractors license pursuant to Chapter 4701 of the Ohio Revised Code for the type of contractor that person is acting as or claiming to be. In addition, any person engaged in, or wanting to be engaged in, any of the specific contractor types listed above shall have a current, valid OCIEB specialty contractor registration and be duly registered with the Building Division in order to apply for and obtain permits to do work of their specific OCIEB licensed craft or trade.
- (2) Effective September 17, 2001, any reference in this building code to electrical contractor, warm air heating and ventilating contractor (HVAC), steam and hot water (hydronics) contractor, plumbing contractor, and refrigeration contractor shall mean a

OCIEB licensed specialty contractor in such specific craft or trade duly registered with the Building Division.

(d) Sections of this Building Code, including but not limited to, 1377.03 thru 1377.12, are applicable to Ohio Construction Industry Examining Board (OCIEB) registered specialty contractor registration as issued by the Building Division.

1377.02 ISSUANCE.

(a) Only upon the submission of a complete application for an OCIEB licensed specialty contractor registration, shall the Building Division immediately issue to such applicant and OCIEB licensed specialty contractor registration. The expiration of an OCIEB licensed specialty contractor registration shall coincide with the specialty license issued by the OCIEB.

(b) The continued validity or renewal of an OCIEB licensed specialty contractor registration is dependent upon the continued maintenance of all the following:

- (1) A current, valid OCIEB specialty contractor license; and
- (2) Liability insurance coverage; and
- (3) The required City bond; and
- (4) An account in good standing with the City Income Tax Division.

1377.03 APPLICATION FOR REGISTRATION.

(a) Any person desiring to be an OCIEB licensed specialty contractor shall apply to the Building Division for such registration on a form prescribed therefore, together with the nonrefundable fee required by the fee schedule. If no fee has been specifically provided, then the applicant shall pay the general fee prescribed for newly initiated areas of regulation that year.

(b) The OCIEB licensed specialty contractor registrations with the Building Division are as follows:

- (1) Electrical contractor.
- (2) Heating, ventilating and air-conditioning (HVAC) contractor.
- (3) Hydronics (steam and hot water) contractor.
- (4) Plumbing contractor.
- (5) Refrigeration contractor.

(c) Registration as a registered specialty contractor with the Building Division requires a current, valid specialty contractor license issued by the Ohio Construction Industry Examining Board (OCIEB) in the specific category of registration listed above for which the application is being made.

(d) An application for an OCIEB licensed specialty contractor registration shall be confirmed and signed under oath by the applicant. The Building and Development Services licensing section of the Building Division shall process the application for an OCIEB specialty contractor registration.

(e) The OCIEB licensed specialty contractor registration application shall contain the following information:

- (1) Name of the applicant.
- (2) Name of the business entity to be registered by the applicant.
- (3) Current residence and business addresses of the applicant.

- (4) Current residence and business telephone numbers of the applicant.
- (5) Copy of OCIEB specialty contractor license (Shall be verified by presentation of a valid and original OCIEB license to the Building Division registration section at the time application is made).
- (6) OCIEB liability insurance policy number.
- (7) OCIEB liability insurance expiration date.
- (8) Name, address and telephone number of the OCIEB liability insurance provider.
- (9) Business name(s) and date(s) of previous OCIEB licensed specialty contractor registrations with the Building Division, if any.
- (10) Other information deemed necessary by the Building Division.

1377.04 BOND REQUIREMENT.

(a) Before the Building Division issues an OCIEB licensed specialty contractor registration under the provisions of this Chapter, and prior to each renewal thereof, each registered specialty contractor shall, in a manner prescribed by the Building Division, give a bond, which shall be maintained in good standing at all times thereafter, to the Building Division. A Building Division issued OCIEB licensed specialty contractor registration shall not be issued or renewed without meeting this bond requirement.

(b) The bond required of an OCIEB licensed specialty contractor by the Building Division shall be of not less than fifteen thousand dollars (\$15,000.00). The bond shall have good and sufficient surety approved by the Building Division. The bond shall be on a form prescribed by the Building Division.

(c) The bond shall be conditioned to reimburse any person for damages resulting from any act on the part of such registrant, his agents or employees contrary to the provisions of this Building Code, including the Ohio Basic Building Code and the Building Division's adopted One, Two and Three Family Dwelling Code, any other code or ordinance of the city, or any omission on registrant's part to perform any duties required therein.

(d) Payment on the bond shall be available only for a violation of one or more specific sections of this Building Code, including the Ohio Basic Building Code and of the adopted One, Two and Three Family Dwelling Code. The bond shall also provide payment for any other violation of a code or ordinance of the city, or any omission on registration's part to perform any duties required therein. Any person claiming damages as described in (A) above shall make their claim for damages directly to the surety. Neither a Contractor Board of Review, nor the city, its agents or employees may claim or collect payment from a surety for, or on behalf of, any private party.

(e) Failure to maintain such bond in good standing shall be immediate cause for suspension by the Building Division of the OCIEB licensed specialty contractor registration.

(f) The individual named on the OCIEB licensed specialty contractor registration shall sign the bond submitted for a registered OCIEB licensed specialty contractor registration or the renewal thereof.

(g) When a registered OCIEB licensed specialty contractor has more than one (1) such registration, or other Building Division issued registration or contractor registration, one (1) fifteen thousand dollar (\$15,000) bond will be sufficient for all such registrations and registrations with the Building Division.

1377.05 INSURANCE COVERAGE REQUIREMENT

(a) Before the Building Division issues an OCIEB licensed specialty contractor a registration under the provisions of this Chapter, and prior to each renewal thereof, each registered specialty contractor shall, in a manner as prescribed by the Building Division, provide proof of current, valid liability insurance coverage, which shall be maintained at all times thereafter, to the Building Division. A Building Division issued OCIEB licensed specialty contractor registration shall not be issued or renewed without meeting this insurance coverage requirement.

(b) The liability insurance required by the Building Division for registration as an OCIEB licensed specialty contractor shall be in accordance with Section 4740.06 of the Ohio Revised Code.

(c) Failure to maintain such liability insurance coverage in good standing shall be cause for immediate suspension by the Building Division of the OCIEB licensed specialty contractor registration.

1377.06 CITY INCOME TAX DIVISION REGISTRATION.

(a) Before the Building Division issues an OCIEB licensed specialty contractor registration under the provisions of this Chapter, and prior to each renewal thereof, each registered specialty contractor shall register with the Income Tax Division of the City of Grove City Department of Finance. Relevant proof of such registration shall, in a manner prescribed by the Building Division, be provided to the Building Division. A Building Division issued OCIEB licensed specialty contractor registration shall not be issued or renewed without meeting this City Income Tax Division registration requirement.

(b) Failure to maintain an account in good standing with the Income Tax Division of the City of Grove City shall be cause for immediate suspension by the Building Division of the OCIEB licensed specialty contractor registration.

1377.07 FEES.

(a) The fees for the application, initial registration and the renewal of an OCIEB licensed specialty contractor registration are established by the fee schedule. All such fees for OCIEB licensed specialty contractor registration are nonrefundable.

1377.08 CONTRACTOR NUMBER.

(a) The Building Division shall issue a unique number for each OCIEB licensed specialty contractor registered with the Building Division who shall exclusively retain the use of such number. Annually thereafter, such registered specialty contractor registration shall be renewed bearing the same number.

1377.09 EXPIRATION AND RENEWAL.

(a) The provisions of this section for expiration and renewal shall apply only to an OCIEB licensed specialty contractor registration issued by the Building Division.

(b) A registered contractor registration that emanated from an Ohio Construction Industry Examining Board (OCIEB) specialty contractor registration shall expire concurrently with the expiration date of such OCIEB issued registration. The OCIEB licensed specialty contractor registration may only be renewed upon presentation of a current, valid specialty contractor registration and a new completed application conforming to the requirements of this Chapter for such renewal.

(c) An OCIEB licensed specialty contractor registration may be renewed at any time during the ninety (90) calendar days prior to its expiration date. However, such early renewal shall comply with all the requirements for such renewal.

(d) A bond submitted for an OCIEB licensed specialty registration or a registration renewal shall be signed by the individual who has qualified for the OCIEB specialty contractor registration.

(e) A person whose OCIEB licensed specialty contractor registration has expired shall not perform any work governed by this code until a renewal of the OCIEB licensed specialty contractor registration by the Building Division is issued, nor shall the Building Division issue a permit to a registrant with an expired registered specialty contractor registration.

(f) An OCIEB licensed specialty contractor registration holder, which fails to correct work that does not comply with this code or fails to obtain final inspections, shall be denied the renewal of his or her OCIEB licensed specialty contractor registration until compliance with this code shall have been secured.

1377.10 TRANSFER.

(a) No OCIEB licensed specialty contractor registration is transferable. No holder of a Building Division issued OCIEB licensed specialty contractor registration issued in accordance with this Chapter shall allow his or her name to be used by any other person either for doing work or for obtaining a permit. No OCIEB licensed specialty contractor registration holder shall allow any person to do work under the authority of a permit granted to the registration holder unless such other person is either a direct employee or a legally based trades person, which is under the direct supervision of the registration holder

(b) Exception. A registered OCIEB licensed specialty contractor of a specific trade or craft, duly registered with the Building Division, may work as a subcontractor of another duly registered OCIEB licensed specialty contractor also registered with the Building Division of the same specific trade or craft in accordance with Section 1371.05.

1377.11 ASSIGNMENT AND ISSUANCE.

(a) The registration of an OCIEB licensed specialty contractor shall not be assigned with the Building Division. An OCIEB licensed specialty contractor registration shall only be issued in conformity to the OCIEB specialty contractor registration submitted with the application. If any change or modifications to the OCIEB specialty contractor registration are needed, they shall be made with the OCIEB prior to making an application for an OCIEB licensed specialty contractor registration with the Building Division.

(b) The OCIEB licensed specialty contractor registration-holder is required to notify the Building Division immediately of any change of status of his or her OCIEB specialty contractor registration.

(c) When a change is made to the OCIEB specialty contractor registration with the Ohio Construction Industry Examining Board (OCIEB) subsequent to obtaining a registered specialty contractor registration with the Building Division, such change shall immediately invalidate the OCIEB licensed specialty contractor registration issued by the Building Division to the OCIEB registration-holder. In addition, continued registration with the Building Division is needed, it will require that an application be made for a new OCIEB licensed specialty contractor registration that will conform to the changes made in the OCIEB issued registration so as to re-establish the OCIEB licensed specialty contractor registration with the Building Division.

(d) All work carried on by an OCIEB specialty contractor shall be deemed to be carried on under the personal supervision of the person or persons named on the OCIEB specialty contractor's license. Therefore, any violations of the terms of the Building Division OCIEB licensed specialty contractor registration, or of this building code, shall be imputed to the person or persons named on the OCIEB specialty contractor issued registration. The person or persons named on the OCIEB licensed specialty contractor registration shall be readily available for consultation with the Building Division within two (2) business days after notification.

1377.12 SUSPENSION OR REVOCATION.

(a) Upon receiving a complaint in writing made by any person and subscribed to by such complainant, and sworn to affirmatively by the complainant before an officer of the Building Division or magistrate authorized to administer oaths, stating in substance facts indicating that an OCIEB licensed specialty contractor registration-holder shall have done any of the things here in before mentioned which constitute cause for the suspension or revocation of their OCIEB licensed specialty contractor registration, the secretary of the Contractor Board of Review shall cause a copy of such complaint to be served by certified mail on such OCIEB licensed specialty contractor registration-holder complained of. This notice shall also identify the Contractor Board of Review that will adjudicate the complaint, the location, time and date upon which the Contractor Board of Review will hear such complaint. The hearing by the Contractor Board of Review shall be at some time no later than sixty (60) calendar days after the filing of such complaint.

(b) Concurrently, the complainant shall also be notified as to the time, date and place of hearing.

(c) At the time, place and date mentioned in such notices, the Contractor Board of Review shall hear the testimony of such complainant, and of the OCIEB licensed contractor registration-holder complained against, relative to the matters set forth in such written complaint, and also the testimony of any person(s) having knowledge of the facts and brought before such Contractor Board of Review as a witness(s). All such testimony shall be heard under the oath or affirmation of the persons testifying. The Contractor Board of Review shall have the power to adjourn, or continue, such hearings or to change the place thereof as the circumstances of the particular case may require.

(d) The Contractor Board of Review shall determine the truth or falsity of the matters charged in the complaint after hearing the testimony upon such complaint. In addition, the Contractor Board of Review shall also determine whether any violation of the terms and conditions under which the registration was issued to the OCIEB licensed specialty contractor registration-holder complained of has occurred. If the Contractor Board of Review determines that such complaint is not true, or the testimony fails to show that any violation of the terms under which such registration was issued has been committed, the Contractor Board of Review shall forthwith dismiss such complaint.

(e) If it was ascertained that a violation has been committed, the Contractor Board of Review shall have the authority to suspend for period not to exceed six (6) months, or to revoke the OCIEB licensed specialty contractor registration held by the registered specialty contractor registration-holder. Any OCIEB licensed specialty contractor registration-holder whose registration shall be so revoked shall not be entitled to apply for the issuance of a new OCIEB licensed specialty contractor registration for a period of one (1) year after the date of such revocation, and not until such former registrant has corrected the cause for which such registration was revoked or suspended, if a specific cause was stated. The penalty to be attached in each case shall be at the discretion of the Contractor Board of Review and within the limits prescribed herein. Any

OCIEB licensed specialty contractor registration-holder that shall have twice previously been found guilty of violation of the terms and conditions of their registration issued by the Building Division shall have such OCIEB licensed specialty contractor registration revoked, if found guilty on a third or later complaint.

(f) The Secretary of the Contractor Board of Review shall notify the Building Division's licensing section, in writing, by no later than the close of business of the following work day after the final determination of the Contractor Board of Review's hearing was made concerning the complaint filed against the registration-holder. In addition, the secretary of the Contractor Board of Review shall also notify the Executive Secretary of the Ohio Construction Industry Board (OCIEB) in writing, by certified mail, within fifteen (15) calendar days after the final determination of the Contractor Board of Review's hearing was made concerning the complaint filed against the OCIEB licensed specialty contractor registration holder.

(g) The decision of the Contractor Board of Review concerning a revocation or suspension of an OCIEB licensed specialty contractor registration shall be appealed to the Director of Safety pursuant to Chapter 501.13. Such an appeal shall be limited to the record created during the proceeding before the applicable Contractor Board of Review.

(h) Following revocation, or during any period of suspension, such former registration-holder or registration-holder shall not perform any work of an OCIEB licensed registered contractor, and no permit shall be issued thereto by the Building Division.

CHAPTER 1379

Building Division Issued Registrations – Requirements and Provisions Demolition Contractor; Fire Alarm & Detection Equipment; Fire Protection Company

1379.01	Applicability	1379.09	City Income Tax
1379.02	Application for a Demolition Contractor		Division Registration
1379.03	Certification for a Demolition Contractor	1379.10	Fees
1379.04	Issuance of a Fire Alarm & Detection Equipment and/or Fire Protection Company Registration	1379.11	Registration Number
1379.05	Application for a Fire Alarm and Detection and/or Fire Protection Company	1379.12	Expiration and Renewal of a Demolition Contractor
1379.06	Appeals	1379.13	Expiration and Renewal of a Fire Alarm and Detection Equipment and/or Fire Protection Company
1379.07	Bond Requirement	1379.14	Expiration and Renewal of an Individual Certification
1379.08	Insurance Coverage Requirement	1379.15	Transfer
		1379.16	Assignment and Issuance
		1379.17	Suspension and Revocation

CROSS REFERENCES

1379.01 APPLICABILITY.

(a) As it applies to: registration for a demolition contractor or fire alarm and detection equipment and/or fire protection company and the required registration of the individual certification associated therewith.

(b) Sections of this Building Code, including but not limited to, 1379.02 thru 1379.17, are applicable to the registrations issued by the Building Division and required for the following:

- (1) Demolition contractors.
- (2) Fire alarm and detection equipment and/or fire protection companies.
- (3) Certified individuals providing scope of work validation for fire alarm and detection equipment and/or fire protection companies.

(c) The registration of certified individuals providing validation for such fire alarm and detection and/or fire protection companies is required and shall be a part of the application for registration as a fire alarm and detection and/or fire protection company with the Building Division.

(d) The registration requirement for, and the issuance of, a fire alarm and detection equipment and/or fire protection company registration and the registration of the certified individuals providing the

validation for such fire alarm and detection and/or fire protection companies shall become effective with the opening of the Building Division's business on Monday, June 3, 2002.

1379.01 APPLICATION FOR A DEMOLITION CONTRACTOR.

(a) Any person desiring to be a demolition contractor shall apply to the Building Division for such registration on a form prescribed therefore, together with the nonrefundable fee required by the fee schedule. If no fee has been specifically provided, then the applicant shall pay the general fee prescribed for newly initiated areas of regulation that year.

(b) The applicant for demolition contractor registration shall meet the following requirements:

- (1) Be not less than eighteen (18) years of age; and
- (2) Be a United States citizen; and
- (3) Have a minimum of three (3) years of experience in the demolition field; and
- (4) Be of good moral character as defined herein.

(c) Determination of a full year. A "full year" of experience, where required in Section 1379.02(B)(1), shall be based on twelve (12) consecutive calendar months during which the applicant shall have been gainfully and verifiably employed for not less than sixteen hundred (1600) working hours doing the work of construction demolition.

(d) In determining the moral character of an applicant, the board of home improvement contractors may consider:

- (1) A record of repeated violations of the Grove City Building Code or elsewhere.
- (2) A record of repeated violations of other laws or ordinances regulating building construction or demolition in Grove City or elsewhere.
- (3) A record of dishonest practices or malpractice in the conduct of a business, trade or profession.

(e) An application for registration as a demolition contractor shall be confirmed and signed under oath by the applicant. The application shall contain the following information:

- (1) Name of the applicant.
- (2) Name of business entity to be registered by the applicant.
- (3) Date of birth.
- (4) Current residence and business addresses of the applicant.
- (5) Current residence and business telephone numbers of the applicant.
- (6) Dates of previous registrations with the Building Division, if any.
- (7) Names of contractors, including their addresses and telephone numbers, with whom affiliated or by whom employed during the five (5) years immediately preceding date of application.
- (8) Other information deemed necessary by the Building Division.

(f) The Contractor Licensing Board of Review shall review the application for a demolition contractor registration.

1379.03 CERTIFICATION FOR A DEMOLITION CONTRACTOR REGISTRATION.

(a) Registered demolition contractor certification. After completing a review of the application for qualifications of an applicant for a demolition contractor registration.

(b) The eligible applicant shall pay for and have completed the processing of the demolition contractor registration at the Building Division within ninety (90) calendar days after notification that the Contractor Licensing Board has certified him or her. Failure to complete the entire registration process within thirty (30) calendar days after notification by the Building Division, shall create liability for payment of the late charge prescribed in the fee schedule; after ninety (90) calendar days the applicant's certification for a demolition contractor registration shall be voided.

1379.04 ISSUANCE OF A FIRE ALARM AND DETECTION EQUIPMENT AND/OR FIRE PROTECTION COMPANY REGISTRATION.

(a) Only upon the submission of a complete application for a fire alarm and detection equipment and/or fire protection company registration, shall the Building Division immediately issue to such applicant a fire alarm and detection and/or fire protection company registration. The expiration of a fire alarm and detection equipment and/or fire protection company registration shall coincide with the company certification issued by the Ohio Division of State Fire Marshall, Bureau of Licensing and Certification.

(b) The continued validity or renewal of a fire alarm and detection equipment and/or fire protection company registration is dependent upon the proof of and continued maintenance of all the following:

- (1) A current, valid Ohio Division of State Fire Marshall company certification; and
- (2) Proof of current and valid liability insurance or bonding coverage as required by the Ohio Division of State Fire Marshal, Bureau of Licensing and Certification; and
- (3) The required City bond; and
- (4) Proof of an account in good standing with the City Income Tax Division.

1379.05 APPLICATION FOR A FIRE ALARM AND DETECTION AND/OR FIRE PROTECTION COMPANY.

(a) Any person desiring to be a fire alarm and detection equipment and/or fire Protection Company shall apply to the Building Division for such registration on a form prescribed therefore, together with the nonrefundable fee required by the fee schedule. If no fee has been specifically provided, then the applicant shall pay the general fee prescribed for newly initiated areas of regulation that year.

(b) The Building Division's registrations for a fire alarm and detection equipment and/or fire protection company are as follows:

- (1) Automatic sprinkler and standpipe systems.
- (2) Fire service mains.
- (3) Fire pumps.
- (4) Fire alarm and detection equipment.
- (5) Household fire warning equipment only.
- (6) Engineered extinguishing equipment (OTW).
- (7) Pre-engineered extinguishing equipment (OTW).

(c) The scope of work of a certified fire alarm and detection and/or fire protection company registered with the Building Division is limited to those categories in Section 1379.05(B) for which current and valid proof of Ohio State Division of State Fire Marshal individual certification issued by the Bureau of Licensing and Certification is provided to the Building Division.

(d) The requirement for, and the issuance of, a certified fire alarm detection and/or fire protection company registration shall become effective with the opening of the Building Division's business on Monday, June 3, 2002.

(f) The validity of a registered fire alarm and detection and/or fire protection company category of work listed in Section 1379.05(B) is totally dependant upon the expiration date of the validating individual's certification or of the expiration date of the company's certification, whichever comes first.

(g) An application for registration as a fire alarm and detection and/or fire protection company shall be confirmed and signed under oath by the certified company applicant and all certified individuals that provide a category validation of Section 1379.05(B) for the certified company. The application shall contain the following information:

- (1) Name and company certification identification number of the certified company being registered by the applicant.
- (2) Name of the applicant who holds the Ohio Division of State Fire Marshal company certification issued by the Bureau of Licensing and Certification.
- (3) The expiration date of the company certification.
- (4) The residence and business addresses of the applicant of the certified company who holds the Ohio Division of State Fire Marshal company certification issued by the Bureau of Licensing and Certification.
- (5) The residence and business telephone numbers of the applicant of the certified company who holds the Ohio Division of State Fire Marshal company certification issued by the Bureau of Licensing and Certification.
- (6) The names and certification types of all certified individuals that provide a category validation of *Section 41214.909(B)* for the certified company.
- (7) The expiration date(s) of all certified individuals that provide a category validation of *Section 41214.909(B)* for the certified company.
- (8) The residence and business addresses of all certified individuals that provide a category validation of Section 1379.05(B) who hold the Ohio Division of State Fire Marshal individual certification issued by the Bureau of Licensing and Certification.
- (9) The residence and business telephone numbers of all the certified individuals that provide a category validation of Section 1379.05(B) who hold the Ohio Division of State Fire Marshal individual certification issued by the Bureau of Licensing and Certification.
- (10) Business names and dates of previous certified company registrations with the Building Division of the applicant, if any.
- (11) Other information deemed necessary by the Building Division.

(h) The Building and Development Services licensing section of the Building Division shall review and process the application for a fire alarm and detection equipment and/or fire protection contractor registration.

1379.06 APPEALS.

The decision of the Contractor Licensing Board concerning a demolition contractor registration application, or of the registration section concerning an application for a fire alarm and detection equipment and/or fire protection company registration, shall be appealed to the Director of Safety pursuant to Section

501.13. Such an appeal shall be limited to the record created during the proceeding before the Contractor Licensing Board.

1379.07 BOND REQUIREMENT.

(a) Before the Building Division issues either a demolition contractor registration or fire alarm and detection and/or fire protection company registration under the provisions of this Chapter, and prior to each renewal thereof, each registered demolition contractor or fire alarm and detection equipment and/or fire protection company shall, in a manner prescribed by the Building Division, give a bond, which shall be maintained at all times thereafter, to the Building Division. A Building Division issued demolition contractor or fire alarm and detection equipment and/or fire protection company registration shall not be issued or renewed without meeting this bond requirement.

(b) The bond required for a registered demolition contractor or registered fire alarm and detection equipment and/or fire protection company by the Building Division shall be of not less than fifteen thousand dollars (\$15,000.00). The bond shall have good and sufficient surety approved by the Building Division. The bond shall be on a form prescribed by the Building Division.

(c) The bond shall be conditioned to reimburse any person for damages resulting from any act on the part of such registrant, his agents or employees contrary to the provisions of this Building Code, including the Ohio Basic Building Code and the Building Division's adopted One, Two and Three Family Dwelling Code, any other code or ordinance of the city, or any omission on registrant's part to perform any duties required therein

(d) Payment on the bond required above shall be available only for a violation of one or more specific sections of this Building Code, including the Ohio Basic Building Code and of the adopted One, Two and Three Family Dwelling Code. The bond shall also provide payment for any other violation of a code or ordinance of the city, or any omission on registration's part to perform any duties required therein. Any person claiming damages as described in (A) above shall make his claim for damages directly to the surety. Neither a Contractor Board of Review, nor the city, its agents or employees may claim or collect payment from a surety for, or on behalf, of any private party.

(e) Failure to maintain such bond in good standing shall be cause for immediate suspension by the Building Division of the contractor or company registration.

(f) The individual named on the registered demolition contractor registration shall sign the bond submitted for a registered demolition contractor registration or the renewal thereof, regardless of any assignment to a business concern.

(g) The individual named on the Ohio Division of State Fire Marshal, Bureau of Licensing and Certification issued company certification making the application for a fire alarm and detection and/or fire protection company registration shall sign the bond submitted for a registered fire alarm and detection equipment and/or fire protection company registration or the renewal thereof.

(h) When a registered demolition contractor or fire alarm and detection equipment and/or fire protection company has more than one (1) such registration, or other Building Division issued registration or contractor or company registration, one (1) fifteen thousand dollar (\$15,000) bond will be sufficient for all such registrations and registrations with the Building Division.

379.08 INSURANCE COVERAGE REQUIREMENT.

(a) Demolition Contractor Registration. Before the Building Division issues a demolition contractor registration under the provisions of this Chapter, and prior to each renewal thereof, each registered demolition contractor shall, in a manner prescribed by the Building Division, provide proof of current, valid liability insurance coverage, which shall be maintained at all times thereafter, to the Building Division. A Building Division issued demolition contractor registration shall not be issued or renewed without meeting this insurance coverage requirement.

(b) The liability insurance required for a registered demolition contractor by the Building Division shall be written with an acceptable insurance company registered to do business in the state of Ohio. The liability insurance shall afford limits of liability no less than one hundred thousand dollars (\$100,000.00) for damages to a single person, and three hundred thousand dollars (\$300,000.00) for one (1) occurrence.

(c) Fire Alarm and Detection Equipment and/or Fire Protection Company Registration. Before the Building Division issues a fire alarm and detection equipment and/or fire protection company registration under the provisions of this Chapter, and prior to each renewal thereof, each registered fire alarm and detection equipment and/or fire protection company shall, in a manner prescribed by the Building Division, provide proof of current, valid liability insurance or bonding required by the Ohio Division of State Fire Marshal, Bureau of Licensing and Certification. This required liability or bonding shall be maintained at all times thereafter. A Building Division issued fire alarm and detection equipment and/or fire protection company registration shall not be issued or renewed without meeting this insurance or bonding coverage requirement.

(d) Failure to maintain the coverage of Sections 1379.08(B) or 1379.08(C), as applicable for the type of registration held, in good standing shall be cause for immediate suspension by the Building Division of the contractor or company registration.

1379.09 CITY INCOME TAX DIVISION REGISTRATION.

(a) Before the Building Division issues either a demolition contractor or fire alarm and detection equipment and/or fire protection company registration under the provisions of this Chapter, and prior to each renewal thereof, each registered demolition contractor or fire alarm and detection equipment and/or fire protection company shall register with the Income Tax Division of the City of Grove City Department of Finance. Relevant proof of such registration shall, in a manner prescribed by the Building Division, be provided to the Building Division. A Building Division issued demolition contractor or fire alarm and detection equipment and/or fire protection company registration shall not be issued or renewed without meeting this City Income Tax Division registration requirement.

(b) Failure to maintain an account in good standing with the Income Tax Division of the City of Grove City shall be cause for immediate suspension by the Building Division of the contractor or company registration.

1379.10 FEES.

(a) The fees for the application, initial registration and the renewal of a demolition contractor or fire alarm and detection equipment and/or fire protection company registration are established by the fee schedule. All such fees are nonrefundable.

(b) The registration fee for the application, initial registration and the renewal of a certified individual that provide a category of validation of Section 1379.05(B) for a fire alarm and detection equipment and/or fire protection company are established by the fee schedule. All such fees are nonrefundable.

1379.11 REGISTRATION NUMBER.

(a) The Building Division shall issue a unique number for each demolition contractor and fire alarm and detection equipment and/or fire protection company registered with the Building Division who shall exclusively retain the use of such number. Annually thereafter, such demolition contractor and fire alarm and detection equipment and/or fire protection company registration shall be renewed using the same number.

(b) When the holder of a demolition contractor registration assigns his or her right to a registration to a business concern, the registration shall bear the individual's name and unique registration number.

(c) Where the registration of a business concern contained the names of more than one demolition contractor registration-holder, the unique registration number shall be assigned to the first name thereon. Should the other demolition contractor registration-holders desire an individual registration number for any reason, the Building Division shall issue that demolition contractor registration-holder an individual registration upon payment of the registration renewal fee. A demolition contractor registered business shall have only one (1) such unique registration number.

(d) When more than one demolition contractor registration-holder assigns their registration to a business concern, the bond provided by the registered-business shall be sufficient for all demolition contractor registrations assigned to the business concern.

1379.12 EXPIRATION AND RENEWAL OF A DEMOLITION CONTRACTOR REGISTRATION.

(a) The provisions of this section concerning expiration and renewal only apply to registered demolition contractor registrations issued by the Building Division.

(b) A demolition contractor registration shall expire at the end of the calendar year (December 31st)

- (1) An applicant for a demolition contractor registration renewal shall be exempt from making a new application for a registration provided:
 - (A) The application for renewal is filed within thirty (30) calendar days following the expiration of such contractor registration formerly held by the applicant; and
 - (B) Further if such former demolition contractor registration has not been revoked for cause by the Contractor Board of Review of home improvement contractors.
- (2) Failure to renew a demolition contractor registration within thirty (30) calendar days following its expiration date shall require that the applicant make a new application with the Building Division for such registration.

(c) A bond submitted for a demolition contractor registration renewal shall be signed by the individual who has qualified for the registration, regardless of any assignment to a business concern.

(d) A demolition contractor registration may be renewed at any time during the ninety (90) calendar days prior to its expiration date; however, such early renewal shall comply with all the requirements for such renewal.

(e) A person whose contractor registration has expired shall not perform any work governed by this Code until the Building Division issues a renewal of the demolition contractor registration; nor shall the Building Division issue a permit to a registrant with an expired demolition contractor registration. A late fee as prescribed by the fee schedule shall be added to the renewal fee if the Building Division, after the date of expiration of the contractor registration, receives the application for renewal.

(f) A registered demolition contractor or his or her registered demolition contractor business, which fails to correct work, which does not comply with this building code, shall be denied the renewal of his or her demolition contractor registration until compliance with this building code shall have been secured.

1379.13 EXPIRATION AND RENEWAL OF A FIRE ALARM AND DETECTION EQUIPMENT AND/OR FIRE PROTECTION COMPANY REGISTRATION.

(a) The provisions of this section concerning expiration and renewal apply to a Building Division registered fire alarm and detection equipment and/or fire protection company registration.

(b) The expiration of a Building Division issued registered fire alarm and detection equipment and/or fire protection company registration, which emanates from a State of Ohio Division of State Fire Marshal, Bureau of Licensing and Certification issued company certification, shall expire concurrently with the expiration date of such company certification. A fire alarm and detection equipment and/or fire protection company registration may be renewed with the Building Division:

- (1) Upon presentation of a valid company certification issued by the State of Ohio Division of State Fire Marshal, Bureau of Licensing and Certification including all other items required for renewal stated herein; and
- (2) Further if such former fire alarm and detection equipment and/or fire protection company registration has not been revoked for cause by the Contractor Board of Review of the Building Division.

(c) The company certification registration-holder is required to notify the Building Division immediately of any change of status of his or her Ohio Division of State Fire Marshal, Bureau of Licensing and Certification issued company certification.

(d) A bond submitted for fire alarm and detection equipment and/or fire protection company registration renewal shall be signed by the individual who has qualified for the registration, regardless of any assignment to a business concern.

(e) A fire alarm and detection equipment and/or fire protection company registration may be renewed at any time during the ninety (90) calendar days prior to its expiration date; however, such early renewal shall comply with all the requirements for such renewal.

(f) A person whose fire alarm and detection equipment and/or fire protection company registration has expired shall not perform any work governed by this code until a renewal of the fire alarm and detection equipment and/or fire protection company registration by the Building Division is issued, nor shall the Building Division issue a permit to a registrant with an expired fire alarm and detection equipment and/or fire

protection company registration. A late fee, as prescribed by the fee schedule, shall be added to the renewal fee if the Building Division after the date of expiration of the contractor registration receives the application for renewal.

(g) A registered fire alarm and detection equipment and/or fire protection company, which fails to correct work that does not comply with this building code or fails to obtain final inspections, shall be denied the renewal of its fire alarm and detection equipment and/or fire protection company registration until compliance with this building code shall have been secured.

1379.14 EXPIRATION AND RENEWAL OF AN INDIVIDUAL CERTIFICATION BUILDING DIVISION REGISTRATION.

(a) The provisions of this section concerning expiration and renewal apply to a Building Division registration of a certified individual providing the validation for a category of work detailed in Section 1379.05(B).

(b) The expiration of the individual certification providing the validation for a category of work detailed in Section 1379.05(B), which emanates from a State of Ohio Division of State Fire Marshal, Bureau of Licensing and Certification shall expire concurrently with the expiration date of such an individual's certification. An individual certification registration may only be renewed:

- (1) Upon presentation of a valid individual certification issued by the State of Ohio Division of State Fire Marshal, Bureau of Licensing and Certification; and
- (2) Further, if such former certified individual's registration has not been revoked for cause by the Contractor Board of Review of the Building Division; and
- (3) Payment of the fee for such renewal as prescribed in the fee schedule.

(c) An individual certification registration may be renewed at any time during the ninety (90) calendar days prior to its expiration date; however, such early renewal shall comply with all the requirements for such renewal.

(d) The individual certification registration-holder is required to notify the Building Division immediately of any change of status of his or her Ohio Division of State Fire Marshal, Bureau of Licensing and Certification issued individual certification(s).

(e) A person whose Ohio Division of State Fire Marshal individual certification registration and/or Building Division issued registration has expired shall not perform any work governed by this code until a renewal of the individual certification registration by the Building Division is issued. A late fee as prescribed by the fee schedule shall be added to the renewal fee if the Building Division, after the date of expiration of the individual certification registration, receives the application for renewal.

(f) A registered certified individual who fails to correct work, which does not comply with this building code or fails to obtain final inspections, shall be denied the renewal of his or her individual certification registration until compliance with this building code shall have been secured.

1379.15 TRANSFER.

(a) No Building Division issued demolition contractor or fire alarm and detection equipment and/or fire protection company registration shall be transferable. No holder of a fire alarm and detection equipment and/or fire protection company or a demolition contractor registration issued by the Building

Division, in accordance with this Chapter, shall allow his or her name to be used by any other person either for doing work or for obtaining a permit. No demolition contractor or fire alarm and detection equipment and/or fire protection company registration-holder shall allow any person to do work under the authority of a permit granted to the registrant unless such other person is either a direct employee or a legally leased trades person, which is under the direct supervision of the registration-holder or of the registration-holder's duly registered business.

(b) Exceptions:

- (1) A demolition contractor, duly registered with the Building Division, may work as a subcontractor of another registered demolition contractor also duly registered with the Building Division, in accordance with Section 1371.07.
- (2) A fire alarm and detection equipment and/or fire protection company, duly registered with the Building Division, may work as a subcontractor of another duly registered fire alarm and detection equipment and/or fire protection company also duly registered with the Building Division, in accordance with Section 1371.07.

1379.16 ASSIGNMENT AND ISSUANCE.

(a) Demolition contractor registration. A demolition contractor's registration shall be issued in the name of the registrant who successfully met the qualifications as required by this Chapter. However, said registrant, at the time of applying for such contractor registration, or at any time thereafter, may assign, his or her rights of a contractor registration to a business concern with whom he or she is associated as a legal, full-time officer, proprietor, partner, or employee. The registrant may designate that his or her contractor registration shall be issued in the name of said concern. In such event, such contractor registration shall be issued in the name of said business concern, and said concern shall be known as the registered business. The registrant shall not be issued a contractor registration in his or her own name during the period he or she is associated with said business concern. In such event, the contractor registration shall state on its face the name and position in the business concern of the registrant who has qualified for the contractor registration under the terms of this Chapter. No registrant may be named on more than one (1) contractor registration at the same time.

(b) The demolition contractor registration-holder is required to notify the Building Division immediately of any change of status of his or her contractor registration.

(c) In the event the demolition contractor registrant named on the contractor registration disassociates him or herself from the registered-business, the contractor registration shall become null and void (90) calendar days after such disassociation, unless another demolition contractor registration-holder becomes associated with the business concern. This new registration-holder shall immediately notify the Building Division in writing of his or her association with the business concern and shall immediately assign his or her registration to the business concern. During this ninety (90) calendar day period, the work on existing permits may be followed through to completion, but no new work shall be commenced.

(d) In such event, a new contractor registration, setting forth the name of the new registrant, shall be issued to the registered-business. No additional fee shall be required for the issuance of this new registration within the same registration year.

(e) No demolition contractor registration holder shall be named in any contractor registration to a business concern, who within ninety (90) calendar days immediately preceding to the filing of an application for a contractor registration shall have been the registrant designated as the contractor registration-holder in

the registration of any business concern, unless it had been in the demolition contractor registration of the registrant him or herself.

(f) Exception: Upon presentation of satisfactory evidence of whichever of the following conditions having occurred that caused the termination of the currently registered-business, the ninety (90) day period may be waived by the Chief Building and Zoning Official because of:

- (1) Closure of the registered-business because of Chapter 7 bankruptcy.
- (2) Dissolution of the registered-business that is a corporation, limited liability partnership (LLP), or a limited liability corporation (LLC) that was filed and recorded and in good standing with the Secretary of State of Ohio.
- (3) Merger or consolidation of the registered-business with a corporation, limited liability partnerships (LLP), or a limited liability corporations (LLC) that are filed and recorded and in good standing with the Secretary of State of Ohio.

(g) The provisions of this exception may be implemented only once in any thirty-six (36) consecutive month period and shall only apply to a demolition contractor registration.

(h) When a demolition contractor registration is assigned to a business concern, all work carried on by the registered-business shall be deemed to be carried on under the personal supervision of the registrant named in the demolition contractor registration. Therefore, any violations of the terms of the contractor registration or of this building code shall be imputed to the registrant named therein. The demolition contractor registration-holder shall be actively engaged in the business and shall be readily available for consultation with the Building Division within two (2) business days after notification.

(i) No demolition contractor registration holder shall permit his or her contractor registration to be used in more than one business at any time. It shall be cause for revocation by the Building Division of the contractor registration issued to a business concern if it shall be shown that the registrant is not, or is no longer, a legal, full-time officer, proprietor, partner or employee of said registered business concern. No demolition contractor registrant shall be entitled to be named in any contractor registration who shall have outstanding against them, as an individual, or as a full-time officer, proprietor, partner, or employee of a business concern, any suspension or revocation of another contractor registration or Building Division registration. However, another qualified demolition contractor registration-holder who is a full-time, proprietor, partner or employee may be substituted upon proper application therefore.

(j) Fire Alarm and Detection Equipment and/or Fire Protection Company. The registration of a fire alarm and detection equipment and/or fire protection company may not be assigned with the Building Division. A fire alarm and detection equipment and/or fire protection company registration shall only be issued in conformity to the Ohio Division of State Fire Marshal, Bureau of Licensing and Certification issued company certification submitted with the application. If any change or modifications to the fire alarm and detection equipment and/or fire protection company certification are needed, they shall be made with the State of Ohio Division of State Fire Marshal, Bureau of Licensing and Certification prior to making an application for a fire alarm and detection equipment and/or fire protection company registration with the Building Division.

(k) The fire alarm and detection equipment and/or fire protection company registration-holder is required to notify the Building Division immediately of any change of status of his or her Ohio Division of State Fire Marshal fire issued company certification.

(l) When a change is made to the Ohio Division of State Fire Marshal issued company certification with the issuing agency subsequent to obtaining a fire alarm and detection equipment and/or fire protection company registration with the Building Division, such change shall immediately invalidate the fire alarm and detection equipment and/or fire protection company registration issued by the Building Division to the Ohio Division of State Fire Marshal company certification-holder. In addition, if continued registration with the Building Division is needed, it will require that an application be made for a new fire alarm and detection equipment and/or fire protection company registration that will conform to the changes made in the Ohio Division of State Fire Marshal issued company certification so as to re-establish the Ohio Division of State Fire Marshal fire alarm and detection equipment and/or fire protection company registration with the Building Division.

(m) All work carried on by a registered fire alarm and detection equipment and/or fire protection company shall be deemed to be carried on under the personal supervision of the person named on the Ohio Division of State Fire Marshal issued company certification and the applicable registered certified individual(s) providing the validation of the category of work in Section 1379.05(B). Therefore, any violations of the terms of a Building Division issued fire alarm and detection equipment and/or fire protection company registration, or of this building code, shall be imputed to the person(s) named on the Division of State Fire Marshal, Bureau of Licensing and Certification company certification and the applicable registered certified individual(s) providing the validation of the category of work in Section 1379.05(B). The person(s) named on the Ohio Division of State Fire Marshal company certification and certified individuals shall be readily available for consultation with the Building Division within two (2) business days after notification.

1379.17 SUSPENSION AND REVOCATION.

(a) Upon receiving a complaint in writing, made by any person and subscribed to by such complainant, and sworn to affirmatively by the complainant before an officer of the Building Division or magistrate authorized to administer oaths, stating in substance facts indicating that a registered demolition contractor or registered fire alarm and detection equipment and/or fire protection company shall have done any of the things here in before mentioned which constitute cause for the suspension or revocation of his or her contractor or company registration, the Secretary of the Contractor Board of Review shall cause a copy of such complaint to be served by certified mail on such registration-holder complained of. This notice shall also identify the Contractor Board of Review that will adjudicate the complaint, the location, time and date upon which the Contractor Board of Review will hear such complaint. The hearing by the Contractor Board of Review shall be at some time not later than sixty (60) calendar days after the filing of such complaint with the Building Division.

(b) Concurrently, the complainant shall also be notified as to the time, date and place of the hearing.

(c) At the time, place and date mentioned in such notices, the Contractor Board of Review shall hear the testimony of such complainant, and of the registration-holder complained against, relative to the matters set forth in such written complaint, and also the testimony of any person(s) having knowledge of the facts and brought before such board as a witness(s). All such testimony shall be heard under the oath or affirmation of the persons testifying. The Contractor Board of Review shall have the power to adjourn, or continue, such hearings or to change the place thereof as the circumstances of the particular case may require.

(d) The Contractor Board of Review shall determine the truth or falsity of the matters charged in the complaint after hearing the testimony upon such complaint. In addition, the Contractor Board of Review shall also determine whether any violation of the terms and conditions under which the registration was issued to the registration-holder complained of has occurred. If the Contractor Board of Review determines that such complaint is not true, or the testimony fails to show that any violation of the terms under which such registration was issued has been committed, the Contractor Board of Review shall forthwith dismiss such complaint.

(e) If it was ascertained that a violation has been committed, the Contractor Board of Review shall have the authority to suspend for period not to exceed six (6) months, or to revoke the registration held by the registration-holder. Any registration-holder whose registration shall be so revoked shall not be entitled to apply for the issuance of a new registration for a period of one (1) calendar year after the date of such revocation, and not until such former registration-holder has corrected the cause, for which such registration was revoked or suspended, if a specific cause was stated. The penalty attached in each case shall be at the discretion of the Contractor Board of Review and within the limits prescribed herein. Any registration-holder that shall have twice previously been found guilty of violation of the terms and conditions of his or her registration shall have such registration revoked, if found guilty on a third or later complaint.

(f) The Secretary of the Contractor Board of Review shall notify the Building Division's licensing section, in writing, by no later than the close of business of the following work day after the final determination of the Contractor Board of Review's hearing was made concerning the complaint filed against the registration-holder.

(g) The decision of the Contractor Board of Review concerning a revocation or suspension of the registration of a demolition contractor or fire alarm and detection equipment and/or fire protection company registration-holder shall be appealed to the Director of Safety. Such an appeal shall be limited to the record created during the proceeding before the applicable Director of Safety, pursuant to Section 501.13.

(h) Following revocation, or during any period of suspension, such former registration-holder or registration-holder shall not perform any work of a registered contractor or company, and no permit shall be issued thereto by the Building Division.