
Registration Name

Registration Number

Fed ID Number

CITY OF CUYAHOGA FALLS
2310 SECOND STREET
CUYAHOGA FALLS OH 44221
330-971-8100

**CORPORATE APPLICATION
CONTRACTOR REGISTRATION**

1. LEGAL NAME OF BUSINESS: _____

BUSINESS OWNER'S NAME: _____

2. BUSINESS ADDRESS: _____

City: _____ State: _____ Zip: _____

BUSINESS PHONE: _____ Fax: _____

EMERGENCY PHONE: _____ E-mail: _____

3. State of Incorporation and Date: _____

Name of Agent (attorney or license holder) and address for Service of Process:

4. Names of Corporate Officers:

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

Corporate minutes must be attached showing that person making this application is authorized to submit application on behalf of the corporation: i.e. the page from your company's Articles of Incorporation listing all the officers along with their signatures or a letter signed by all the officers authorizing the individual you choose to be the license holder.

5. INSURANCE CARRIER: _____
Agent: _____
Address: _____
City: _____ State: _____ Zip: _____

6. Would you like us to post your company on our Rehab list? _____ Yes _____ No

7. In an effort to identify those companies, which are available for 24-hour service calls, please indicate below:
24-HOUR SERVICE AVAILABLE: _____ Yes _____ No

8. I have read and acknowledge the regulations and penalties set by the building trades licensing board and I agree to abide by them. See attached Licensing Trade Board Rules.

9. I agree to remove all scrap materials from the worksite upon completion of the job.

10. Authorized signatories: (persons other than you authorized to sign for permits):

_____	_____
sign & print name	sign & print name
_____	_____
sign & print name	sign & print name
_____	_____
sign & print name	sign & print name

Are the signatories your employees? Yes _____ No _____

I hereby certify on behalf of the corporation that the corporation, its agents, officers and employees will abide by the provisions of the Codified Ordinances of the City of Cuyahoga Falls. The corporation is aware of the requirements of the ordinances. It is understood that any misrepresentation of information will be cause for denial or revocation of registration. All work, undertaken pursuant to the registration, shall be of workmanlike quality and in accordance with all applicable and governing codes of the City of Cuyahoga Falls in effect at the time of this registration and of those thereafter adopted.

Name of Corporation: _____

By _____
(License Holder)

Its _____
(Position)

Date: _____

FEE: \$100.00 per registration _____

Chief Building Official: _____

Date: _____

**REQUIREMENTS FOR REGISTRATION OF
CORPORATE
GENERAL CONTRACTORS**

1. The application shall be presented to the Department of Building Inspection properly filled out and accompanied by a fee of \$100.00 for each license applied for.
2. Corporate minutes must be attached showing that person making this application is authorized to submit application on behalf of the corporation: i.e. the page from your company's Articles of Incorporation listing all the officers along with their signatures or a letter signed by all the officers authorizing the individual you choose to be the license holder.
3. **CERTIFICATE OF INSURANCE:** A Certificate of Insurance with the City of Cuyahoga Falls listed as a Certificate Holder (not Additional Insured) must also be submitted at the time of application. The levels of insurance required are:
 - A. Liability insurance in an amount of not less than \$100,000 for injuries, including those resulting in the death of any one person and in an amount of not less than \$500,000 on account of any one accident or occurrence.
 - B. Property damage insurance in an amount of not less than \$100,000 for damages on account of any one accident or occurrence.
4. **WORKER'S COMPENSATION:** A copy of the current Worker's Compensation Form must be submitted with the application. Only required if you have employees.
5. **INCOME TAX FORM:** Complete and return the Income Tax form either with this application to the Building Department or directly to the Income Tax Department. Keep the date(s) sheet for your records.
6. Read the Licensing Trade Board Rules and keep for your records.
7. Renewal registration fees for Cuyahoga Falls shall be \$50.00 due December 31st of each year. You have until January 31st to pay \$50.00. Renewal fees post-marked after January 31st will be \$75.00. Renewal fees post-marked after June 30th will be \$100.00. Renewal letters will be mailed at the beginning of December annually.



City of Cuyahoga Falls

DIVISION OF TAXATION

2310 Second Street * Cuyahoga Falls, Ohio 44221

Phone: (330) 971-8220 * Fax: (330) 971-8219

Website: <http://www.cityofcf.com/tax>

Municipal Income Tax Account Questionnaire

Firm

Name: _____ DBA _____

Local Street Address of Business: _____

City: _____ State: _____ Zip: _____

Business Phone: _____ Business Fax _____

Nature of Business _____

Have you previously had a Municipal income tax account with the City of Cuyahoga Falls, Ohio?

Yes No

If Yes, please indicate the account number (SSN or EIN) _____

Date you started business within our city ____/____/____

Date you first had employees within our city ____/____/____

Approximate monthly payroll amount \$ _____

If you are using a payroll service, indicate which one _____

Accountant's Name: _____ Phone: _____

Accountant's Address: _____

Account Type: (Check all types applicable to you or your business)

_____ C Corporation or

_____ S Corporation: Federal ID No. _____ Fiscal Year End _____

President's Name: _____ Vice President: _____

Address of Home Office: _____

Subsidiary Of: _____

_____ Partnership: Federal ID No.: _____ Fiscal Year End _____

Name: _____ SSN: _____ Address: _____

Name: _____ SSN: _____ Address: _____

Name: _____ SSN: _____ Address: _____

_____ Sole Proprietorship: Federal ID No. If applicable: _____

Name of Owner: _____

Home Address: _____

Phone: _____ SSN: _____

_____ Withholding Account only: _____ Courtesy Withholding or _____ Non-Profit

Federal ID No.: _____



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Important Due Dates for Businesses

Net Profit Income Tax Returns

- ↳ For calendar year taxpayers, must be filed by April 15.
- ↳ For fiscal year taxpayers, must be filed by the 15th day of the fourth month following the end of the fiscal year.

Estimated Tax Payments

- ↳ For calendar year taxpayers, quarterly installments are due April 30, July 31, October 30, and January 31.
- ↳ For fiscal year taxpayers, quarterly installments are due on or before the last day of fourth, sixth, ninth, and twelfth month after the beginning of the taxpayer's taxable year.

Employer Withholding Returns

- ↳ For employers who qualify to withhold tax quarterly, due dates are as follows:
 - 1st Quarter – January, February, March – due April 30
 - 2nd Quarter- April, May, June – due July 31
 - 3rd Quarter – July, August, September – due October 31
 - 4th Quarter – October, November, December – due January 31

*Only employers whose annual withholding is less than \$1,200.00 qualify to remit withholding on a quarterly basis.

- ↳ For employers required to withhold monthly, the due date for withholding is the 20th of the following month.
Example: January monthly withholding is due February 20

- ↳ A year end withholding reconciliation is due by January 31.
- ↳ Copies of W2 forms must be attached to year-end reconciliation form.

For further information, please contact the Income Tax Office at 330/971-8220 or visit our website at <http://www.cityofcf.com/tax.htm>.

THE CUYAHOGA FALLS BUILDING TRADES LICENSING BOARD HAS ESTABLISHED THE FOLLOWING REGULATIONS AND PENALTIES TO BE EFFECTIVE JANUARY 1, 2000.

- **No Work Is To Begin Until A Permit Has Been Obtained. In Emergency Cases, A Phone Call To The Building Department That A Permit Is Forthcoming Is To Be Made The Next Business Day.**

- **Contractors Found Working In The City Without A Registration Shall Be Removed From The Job And Denied Application For A Registration For Two Years.**

- **Registered Contractors Found To Be Working Without A Permit Shall:**
 - 1st Occurrence - Pay A Triple Fee And Receive A Written Warning Of Future Penalties.**
 - 2nd Occurrence - Pay A Triple Fee And Receive An Automatic 30-Day Suspension.**
 - 3rd Occurrence - Pay A Triple Fee And Receive An Automatic 1-Year Suspension, *With Forwarding To The Law Department For Prosecution.***

- **A Registered Contractor Pulling Permits To Cover For An Unregistered Contractor Shall:**
 - 1st Occurrence - Registration Will Be Suspended For 1 Year.**
 - 2nd Occurrence - Registration Will Be Revoked, *With For-Warding To Law Department For Prosecution.***

- **Inspections Performed Subsequent To The Initial Follow-Up Inspection Shall Be Charged A Reinspection Fee As Follows:**
 - 1st Occurrence - \$ 50.00**
 - 2nd Occurrence - \$ 100.00**
 - 3rd & Subsequent Occurrences - \$ 200.00 Each,**
And Referral To The Chief Building Official For Action

Electrical Contractors: The Electrical Conduit And Wire For Services Must Be Done By The Electrical Contractor -- Not An Excavating Company! This Will No Longer Be Tolerated!