



The Village of Doylestown

Zoning Department

24 South Portage Street
Doylestown OH 44230



A VILLAGE WITH VALUES

A TOWN OF TRADITIONS

CONTRACTOR REGISTRATION INSTRUCTIONS

“Contractor” means any person, firm or corporation who enters into a written or oral contract or agreement as a primary or general contractor to supply goods, services and/or labor within the corporate limits of the Village. For the purpose of this chapter, “contractors” include, but are not limited to, individuals and/or firms performing the following types of work: construction, cement, demolition, driveway-asphalt, electrical, excavating, general contractors, HVAC, insulation, landscaping/lawn maintenance, masonry, painting, plumbing, remodeling, roofing, siding, sign, snow removal, spouting, swimming pool and windows. Individuals under the age of eighteen (18) years who are engaged in work or providing services to others, i.e. lawn care, snow removal, etc., are exempt.

REGISTRATION REQUIREMENTS: (1321.02)

- No person, firm or corporation who enters into a written or oral contract or agreement as a primary or general contractor or subcontractor to supply goods, services and/or labor within the corporate limits of the Village of Doylestown shall do so without first registering with the Village of Doylestown.
- This registration requirement shall not, replace or supersede any applicable state or federal licensing requirement.
- This contractor registration does not apply to such work personally performed by property owners on or to premises in which they own or to persons, assisting property owners, who do not receive compensation of any kind. Individuals under the age eighteen (18) years, who are singularly engaged in the casual employment of a property owner, i.e., lawn care, snow removal, etc., are exempt.
- Income tax registration is required for all individuals age eighteen (18) and older performing work or providing services regardless of gross annual receipts

APPLICATION FOR CONTRACTOR REGISTRATION: (1321.02)

- Application for contractor registration shall be made in writing to the Finance Department on the prescribed form. Each application from an individual shall include the individual’s full name, address, social security number and business address.
- Each application from a partnership, corporation or other business entity shall include the name and address of the business, as well as the names and addresses of the principals of the business:
- In addition, each applicant shall also provide the following information, or documentation, to accompany the application as follows:
 - A current Federal tax identification number.
 - Proof of current comprehensive general liability insurance coverage, with a minimum limit of three hundred thousand dollars (\$300,000) each occurrence combined single limit for bodily injury and property damage liability. Coverage must be kept current during the effective life of the registration. Failure to maintain such coverage and provide proof is grounds for suspension or revocation of a registration.
 - Proof of a current Ohio Worker's Compensation Certificate when required by Ohio law.
 - Proof of compliance with State or Federal licensing requirements, if applicable, particularly Ohio R.C. Chapter 4740, effective July 31, 1992, which requires heating, ventilating and air conditioning, refrigeration, electrical, plumbing and hydronics contractors to be certified by the State of Ohio. Proof of Plumbing License issued by the Wayne County Health Department.
 - Any such other information and documentation as the Village may from time to time require or request.



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REGISTRATION FEE: (1321.03)

Before a contractor's registration is granted to any applicant and before any expiring registration is renewed, the applicant shall pay to the Village a fee of one hundred twenty-five dollars (\$125.00) for the annual registration and one hundred twenty-five dollars (\$125.00) to renew an expiring registration. The annual contractor registration and/or renewal shall be for the calendar year. Applications for contractor registration submitted after July 31st shall be charged a prorated amount of seventy-five dollars (\$75.00) for the balance of the year. The registration fee or renewal shall be paid to the Finance Department. **We do not accept credit or debit cards. *Rate increase effective for the calendar year of 2024 and beyond if renewing a current license for 2024.**

ISSUANCE OF REGISTRATION; EFFECTIVE DATE: (1321.04)

- A contractor's registration may be issued to any person who has complied with this chapter and who otherwise has complied with any applicable State of Ohio and Health Department licensing requirements. However, a registration need not be issued if it is established to the satisfaction of the Village Administrator that the applicant has been guilty of facts, things, or practices for which a registration may be suspended or revoked.
- The registration required herein shall become effective on January 1, of each year and shall be renewed annually on or before December 31 of each year.

REGISTRATION RENEWAL: (1321.05)

Each contractor's registration shall expire on December 31st of each year and shall be renewed only upon application by the holders in compliance with Section 1321.02(b) of this Chapter and payment of the required renewal fee to the Village of Doylestown.

SUSPENSION OR REVOCATION: (1321.06)

Any contractor's registration may be suspended or revoked by the Village Administrator if the holder of the registration willfully, or by reason of reckless disregard, violates any statute of the State, or an ordinance, rule or regulation of the Village in the conduct of business. Further, any registration may be suspended or revoked upon conviction of the holder of any criminal charge relating to trustworthiness or breach of fiduciary duty.

ASSIGNMENT AND TRANSFER: (1321.07)

No registration issued in accordance with the provisions of this chapter shall be assignable or transferable.

LIABILITY: (1321.08)

This chapter shall not be construed as imposing on the Village any liability or responsibility for damages resulting from any defective construction work or equipment or installation thereof, nor shall the Village or any official or employee thereof be held to assume any liability or responsibility by reason of any act or action taken in enforcing the provisions of this chapter or carrying out the duties authorized and required by this chapter.

FAILURE TO REGISTER: (1321.09)

Should any person, firm or corporation, either as a contractor, or subcontractor be found to be performing work without a valid registration, the Zoning Officer shall cause all work to cease immediately until all of the requirements found in Section 1321.02(b) are met and a fee equal to three (3) times the standard registration fee is paid.

PENALTY: (1321.99)

Phone: 330-658-2181

Web Address: www.doylestown.com

FAX: 330-658-3838



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Any person, firm or corporation, either as a contractor or subcontractor who fails or refuses to comply with the requirements of this chapter shall be deemed guilty of a misdemeanor and shall be liable to a fine of not more than five hundred dollars (\$500.00). Each day such violation exists shall constitute a separate offense.

APPLICATION FOR PERMIT: (905.04)

(a) Application for a permit to work within the public right of way shall be made to the Zoning Inspector on forms prescribed by the Village, giving the exact location of the proposed opening, type of work to be performed, the kind of paving, the area and depth to be excavated and such other facts as may be deemed necessary by the Village Engineer and/or Street Superintendent. Each application for a permit shall be accompanied by:

- (1) A plan and specifications detailing the work to be performed;
- (2) A non-refundable fee as established by Village Council;
- (3) A bond or cash deposit in an amount determined by the Planning Commission to be sufficient to guarantee completion of the proposed work to the satisfaction of the Village and the restoration of all disturbed areas to their original conditions. Bonds may cover multiple projects over a calendar year as approved by the Village Council; and
- (4) Evidence of liability insurance issued by a company authorized to write insurance in the State of Ohio in an amount satisfactory to the Zoning Inspector.

(b) Upon receipt of an application for a right-of-way construction permit, the Zoning Inspector shall forward as needed, to the Village Engineer and/or Street Superintendent who shall review the request, plans and additional data submitted for compliance with this chapter and with the established policies, procedures, standards and requirements of the Village of Doylestown and the Village Council for such work and shall act upon such request within a reasonable period of time. If the Village Engineer and/or Street Superintendent finds the application to be incomplete or unsatisfactory, the request shall be denied and notice given to the applicant indicating the basis for said denial. If the application is acceptable a permit shall be issued.

(c) The Village Engineer and/or Street Superintendent may attach such additional or special conditions, stipulations, or requirements to the permit as may be deemed necessary to protect the public health, safety and general welfare, to limit disruption of traffic, and to insure the proper function and performance of the public facilities and/or utilities involved. Such special conditions may include, but shall be not be limited to, establishment of permitted hours of operation, designation of required completion date, and provisions for detouring of traffic.

VILLAGE OF DOYLESTOWN

24 S. Portage Street
Doylestown, OH 44230
330-658-2181 ext. 1102 330-658-3838 fax

CONTRACTOR SECTION

IF YOU ARE A GENERAL CONTRACTOR, ARE SUB CONTRACTORS UTILIZED? IF YES, PLEASE FULLY COMPLETE THE SUB CONTRACTOR INFORMATION ON THE RITA FORM FOLLOWING THIS PAGE

YES NO

CHECK THE BOX THAT BEST DESCRIBES THE COMPANY BUSINESS TYPE:

- GENERAL CONTRACTOR
- CONSTRUCTION
- CEMENT
- DEMOLITION
- DRIVEWAY/ASPHALT
- EXCAVATING
- INSULATION
- LANDSCAPING/LAWN MAINTENANCE
- PAINTING
- REMODELING
- SIDING
- SPOUTING
- SWIMMING POOL
- WINDOWS
- ELECTRICAL
- HVAC
- PLUMBING
- ROOFING
- FRAMING
- MASONRY
- OTHER *DESCRIBE: _____

BUSINESSES COMPLETING THIS FORM UNDERSTAND THAT THEY MUST FILE THEIR ANNUAL INCOME TAX WITH THE VILLAGE FOR THE TERM IN WHICH THEY ARE CONDUCTING BUSINESS INSIDE THE VILLAGE LIMITS.

THE INFORMATION HEREBY SUBMITTED IS TRUE AND CORRECT.

SIGNATURE

DATE

PRINTED NAME

TITLE



Access ritaohio.com to register electronically using MyAccount. Login to MyAccount to Add a Municipality or Add Subcontractor. These features allow you to report a new location or new subcontractor project electronically.

Municipality _____

Business Type

- Corporation
- S-Corp
- LLC
- Partnership
- Non-Profit
- Estate & Trust
- Sole Proprietor / LLC

Reason for Registration

- Courtesy withholding for an employee's resident municipality
- Doing business within the municipality this year (temporary)
 - Approx. # of days _____ Start Date _____
- Business with a fixed location
 - Date business began at this location _____

Company Information (List physical address of work performed within this municipality)

Name: _____	Federal ID #: _____
Address: _____	SSN : _____ <small>(required if sole proprietor)</small>
City/State/Zip: _____	
Mailing Address (for withholding tax forms / if different from above) _____ _____	Mailing Address (for net profit tax forms / if different from above) _____ _____

***Please note that your Federal Identification Number will serve as your RITA account number.**

Filing Status:

- Calendar year
- Fiscal year / month ending _____

Do you have any employees? Yes No

Number of employees at RITA location _____

My withholding is filed under a 3rd party account (PEO or common paymaster) Yes No
If yes, list Federal ID # _____

Monthly gross payroll at RITA location \$ _____

I am a small employer (under \$500,000 in gross revenue during previous year) Yes No

Contractors

I am a contractor Yes No

Will you be using sub-contractors? Yes No
If yes, complete page 2.

Total contract amount of the project \$ _____

Email Address _____

The Information Hereby Submitted is True and Correct.

Print Name _____ Title _____ Phone Number _____

Signature _____ Date _____



Sub-contractor Name / Address	_____	\$
	Contact Name	Contract Amount
	Phone Number	Estimated Start Date
	EIN or Social Security #	██████ EMAIL
Sub-contractor Name / Address	_____	\$
	Contact Name	Contract Amount
	Phone Number	Estimated Start Date
	EIN or Social Security #	██████ EMAIL
Sub-contractor Name / Address	_____	\$
	Contact Name	Contract Amount
	Phone Number	Estimated Start Date
	EIN or Social Security #	██████ EMAIL
Sub-contractor Name / Address	_____	\$
	Contact Name	Contract Amount
	Phone Number	Estimated Start Date
	EIN or Social Security #	██████ EMAIL
Sub-contractor Name / Address	_____	\$
	Contact Name	Contract Amount
	Phone Number	Estimated Start Date
	EIN or Social Security #	██████ EMAIL
Sub-contractor Name / Address	_____	\$
	Contact Name	Contract Amount
	Phone Number	Estimated Start Date
	EIN or Social Security #	██████ EMAIL

*If more space is needed, you may attach a separate schedule that includes **ALL** of the required information listed above.

RETURN THIS FORM TO THE VILLAGE OF DOYLESTOWN WITH ALL THE ITEMS LISTED IN THE APPLICATION FOR CONTRACTOR REGISTRATION INFORMATION ON PAGE 1.