

## Contractor's Registration and Renewal

Contractors must be registered when performing work in the City of North Canton, even if a permit is not required. This includes utility contractors.

All registrations expire on **December 31<sup>st</sup>** of each year.

The Contractor needs to submit:

1. Registration Fee of \$150.00
2. \$10,000 Bond-We will accept continuation certificates-Must use the city's form
3. Certificate of Liability Insurance
4. Copy of Workers Compensation Certificate
5. Income tax form
6. If HVAC, Electric, or Plumbing Contractor must provide a copy of your State of Ohio License Certificate

If you wish to mail your application please send to:

City of North Canton  
Department of Permits & Development  
145 North Main Street  
North Canton, Ohio 44720

Or by fax: 330-966-3630

If application is sent by mail please provide a self addressed stamped envelope to have your receipt mailed back to you. You may also pick up your receipt at the North Canton Permits & Development Department located at 220 West Maple Street North Canton, Ohio 44720.

You can also locate the needed documents online at [www.northcantonohio.com](http://www.northcantonohio.com) by going under Departments>City Departments>Permits & Development Department and scroll down to the link **Contractors Registration 2012** and open the PDF file.

To renew a Journeyman registration please submit:

1. Registration Fee of \$25.00 (per person)
2. A self addressed stamped envelope to above address to receive your Journeyman card (unless sent with your contractor registration then it can be mailed back in same envelope as your receipt).

If you have any questions you may contact the office at: **330-499-5557**.



# City of NORTH CANTON, OHIO

145 NORTH MAIN STREET  
NORTH CANTON OHIO 44720-2587  
(330) 499-5557

## APPLICATION FOR NORTH CANTON REGISTRATION

Type of Registration \_\_\_\_\_ New \_\_\_\_\_ Renew \_\_\_\_\_  
Applicant's Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_

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Corporation of Employer \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

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### PRINCIPALS OF CORPORATION

### TITLE

1. \_\_\_\_\_
2. \_\_\_\_\_

Length of Business \_\_\_\_\_

Registration Fee Receipt # \_\_\_\_\_ Fee \$ \_\_\_\_\_ Date \_\_\_\_\_

Evidence of Insurance  
Workers Compensation  
Income Tax Form  
Date of Bond filed \_\_\_\_\_

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



# City of NORTH CANTON, OHIO

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## BOND

Known all men by these presents, that we

\_\_\_\_\_  
Principal, and \_\_\_\_\_  
of \_\_\_\_\_, Ohio, as surety, are held and firmly bound  
into the City of North Canton, Ohio on the sum of ten thousand dollars (\$10,000.00).  
The payment of which, well and truly to be made, we jointly and severally bind  
ourselves, our heirs, executors and administrators.

Witness our hands and seal this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

The conditions of this bond are such that whereas the said  
\_\_\_\_\_ has been Registered by the City of North Canton, Ohio,  
to do \_\_\_\_\_ IN SAID City for the term ending December 31, \_\_\_\_\_

Now, if the said \_\_\_\_\_ shall well and faithfully  
indemnify and save harmless any person, firm, corporation or the City of North  
Canton, Ohio, from any loss and damages that may be occasioned from the failure to  
comply with damages that may be occasioned from the failure to comply with all of  
the ordinances of the City of North Canton, Ohio, relating to the  
\_\_\_\_\_ business, then this obligation shall be void, otherwise it shall  
be and remain in full force and virtue.

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Surety

**Must have stamp from Insurance Company**



# City of NORTH CANTON, OHIO

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(330) 499-5557

## INCOME TAX DEPARTMENT

### NOTICE TO CONTRACTORS/SUBCONTRACTORS

Businesses not located within the city limits of North Canton but who perform work or services within the city limits are required to file an annual income tax return. Net profits are taxable on earnings from trade or business conducted in or derived from activity in North Canton. Income tax returns, which include a declaration of estimated tax, are mailed out in January of each year and are due by April 15<sup>th</sup>.

If you are a contractor performing work within the city limits of the city of North Canton, you are required to inform the North Canton Income Tax Department of the names, addresses and wage earnings of employees working within the city limits. Non-resident employers (contractors, etc.) doing business within the municipality are also required to deduct at the time of payment of salaries, wages, commissions or other compensation, the tax of 1.5% on the gross amount earned in the municipality.

If you are a contractor performing work within the city limits of the City of North Canton, you are required to inform the North Canton Income Tax Department of subcontractors' names, addresses, and federal identification numbers (please use attached form).

Please complete the following and sign at bottom of form.

Name \_\_\_\_\_

Business Name \_\_\_\_\_

Address \_\_\_\_\_

Federal ID# /Social Security Number \_\_\_\_\_

Do you use subcontractors? \_\_\_\_\_ If yes, please complete the attached Subcontractor Listing

I have read the above notice regarding the City of North Canton's income tax and will follow the rules and procedures set forth.

Signature \_\_\_\_\_ Date \_\_\_\_\_

For additional information or forms, please contact our office at (330) 499-3467 Monday through Friday between 8:00 AM and 4:00 PM.

The following is a list of sub-contractors which will be used for work performed within the City of North Canton for the project named below (attach additional sheets, if necessary).

**Project:** \_\_\_\_\_

**Approximate Duration of Project (in Days):** \_\_\_\_\_

**General Contractor:**

Name: \_\_\_\_\_ Federal ID# \_\_\_\_\_

Address: \_\_\_\_\_

# Of Employees on Project: \_\_\_\_\_ (Please provide listing of employees)

**Project:** \_\_\_\_\_

**Approximate Duration of Project (in Days):** \_\_\_\_\_

**General Contractor:**

Name: \_\_\_\_\_ Federal ID# \_\_\_\_\_

Address: \_\_\_\_\_

# Of Employees on Project: \_\_\_\_\_ (Please provide listing of employees)

**Project:** \_\_\_\_\_

**Approximate Duration of Project (in Days):** \_\_\_\_\_

**General Contractor:**

Name: \_\_\_\_\_ Federal ID# \_\_\_\_\_

Address: \_\_\_\_\_

# Of Employees on Project: \_\_\_\_\_ (Please provide listing of employees)

**Project:** \_\_\_\_\_

**Approximate Duration of Project (in Days):** \_\_\_\_\_

**General Contractor:**

Name: \_\_\_\_\_ Federal ID# \_\_\_\_\_

Address: \_\_\_\_\_

# Of Employees on Project: \_\_\_\_\_ (Please provide listing of employees)

**Project:** \_\_\_\_\_

**Approximate Duration of Project (in Days):** \_\_\_\_\_

**General Contractor:**

Name: \_\_\_\_\_ Federal ID# \_\_\_\_\_

Address: \_\_\_\_\_

# Of Employees on Project: \_\_\_\_\_ (Please provide listing of employees)