

Contractor Registration Application:

All contractors/subcontractors must submit an application for contractor registration. All registrations run from January 1st to December 31st each year.

Initial Application: \$75.00

Annual Renewal: \$50.00 (if registered the previous year)

With an additional fee of:

Sewer Builder License: \$25.00

Sewer Hook-up - \$3,050.00

It is required that the inspector be given personal notice **at least 24 hours** in advance of the time of inspection and the hook-up must be visible to that the inspector can be certain that all provisions of Ordinance 1-12.25 are provided for.

This has been requested by the Board of Public Affairs.

The following must be returned with the application for approval: Certificate of Liability (\$1,000,000.00) listing the Village of Hartville as the Certificate Holder, along with the Surety Bond (\$10,000.00).

All paperwork will be submitted to the: Village of Hartville
202 W. Maple Street
Hartville, Ohio 44632

Please note that the Village Office hours are Monday, Tuesday, Wednesday, and Fridays 8 a.m. to 4:30 p.m. with the exceptions of Thursday, the office is opened from 8 a.m. to Noon.

**APPLICATION FOR LICENSE AS A SEWER BUILDER
HARTVILLE, OH**

Date: _____, 20 ____

To the Village Mayor:

I, the undersigned, hereby make application for a license as a Sewer Builder in the Village of Hartville, Ohio, to do the work of making connections with public sewers, drains and laterals therein, and constructing special sanitary sewers. I represent that I have had _____ years of experience in the above work and that I believe myself to be qualified in every way to be licensed to do the work aforesaid.

I agree, in the event I receive such license, to file a bond in the sum of Ten Thousand Dollars (\$10,000.00) to the approval of the Mayor, conditioned as provided in Ordinances currently effective, pertinent to sewers of the Village of Hartville, Ohio.

Applicant

Address

City and State

Phone

References for experience, qualifications and ability:

VILLAGE OF HARTVILLE
202 W. MAPLE STREET, P.O. BOX 760
HARTVILLE, OH 44632
330-877-9222 FAX 330-877-9778
www.hartvilleoh.com

CONTRACTOR REGISTRATION APPLICATION

Date _____

New Registration (\$75.00) Renewal (\$50.00 - if registered the previous year)

Name _____ Phone _____

Company Name _____ Phone _____

Address _____ City/State/Zip _____

FED ID or SSN _____

TYPE OF REGISTRATION:

General - Please circle (Excavation, Foundation, Masonry, Insulation, Roofing, Drywall, Siding, Landscaping, Painting, Carpentry, Other _____) **HVAC** **Electrical** **Sewer**

Address of Project location:

INSURANCE INFORMATION:

Insurance Company & Agent _____

Insurance Co. Address _____ Phone _____

Expiration Date of Policy _____

Note: A current copy of Liability Insurance (\$1,000,000) naming the Village of Hartville additional insured, Surety Bond (\$10,000), and State License, (if applicable), must be submitted and kept on file in the Building Department of the Village of Hartville, or registration is void. (This is the responsibility of the Contractor.)

Do you have subcontractors? Yes No **(If yes, each subcontractor must complete a Contractor Registration Form.)**

Will your company be withholding local income tax from all employees on the job? Yes No

(All Businesses are required to submit copies of IRS Forms 1099-MISC to Hartville Income Tax Department within 3 ½ months after the end of the tax year.)

Please list your subcontractor information on the following page.

Village of Hartville Income Tax Department
202 W Maple St PO Box 760 Hartville OH 44632
Phone: 330-877-9222 Fax: 330-877-9778

CONTRACTOR LISTING

TYPE	SUBCONTRACTOR	FULL ADDRESS	PHONE #
EXCAVATION			
FOUNDATION			
MASONRY			
STRUCTURAL CARPENTRY			
ELECTRICAL			
PLUMBING			
HVAC			
INSULATION			
ROOFING			
DRYWALL			
FINISHING CARPENTRY			
SIDING			
LANDSCAPING			
PAINTING			
OTHER			

Village of Hartville
202 W Maple St
PO Box 760 Hartville, OH 44632
Phone 330-877-9222 Fax 330-877-9778
tcooper@hartvilleoh.com

**INCOME TAX DEPARTMENT
CONTRACTOR & SUBCONTRACTOR TAX INFORMATION**

ANNUAL TAX RETURN FILING

The Village of Hartville has a **mandatory** Income Tax filing for a business entity, whether resident or non-resident who conducts business in the Village of Hartville. An annual return must be filed and tax paid on the net profit. If you have a net loss you are still required to file a return.

The tax rate for Hartville is 1%. The yearly filing or request for an extension deadline is April 15th. Failure to file or request an extension on or before the April 15th due date will result in a \$25.00 late filing penalty.

Tax forms can be obtained on our Website at www.hartvilleoh.com.

EMPLOYEE WITHHOLDING

Each employer within or doing business within the Village of Hartville shall deduct at the time of the payment of such salary, wage, commission or other compensation, the tax of one percent (1%) of the gross salaries, wages, commission or other compensation due by the said employer to said employee and shall on or before the 15th day of the month following the close of each calendar quarter make a return and pay to the Village of Hartville Tax Administrator the amount of taxes so deducted. Such employer shall be liable for the payment of the tax required to be deducted and withheld, whether or not such taxes have in fact been withheld.

Please complete the enclosed CONTRACTORS AND SUB-CONTRACTORS BUSINESS REGISTRATION FORM and return by mail, fax or email within 10 business days.

Your cooperation is greatly appreciated. If you have any questions, please contact the income tax department.

Tanya Cooper
Income Tax Clerk
tcooper@hartvilleoh.com

The Village of Hartville is an equal opportunity provider.

Village of Hartville
202 W Maple St
PO Box 760
Hartville, OH 44632
Phone 330-877-9222 Fax 330-877-9778
tcooper@hartvilleoh.com

**Income Tax Department
Contractor and Sub-Contractor Business Registration**

To enable the Village of Hartville Income Tax Department to establish accurate records, please answer all questions by typing or print plainly and return to the Village Hall by mail, fax or email.

ACCT # (to be assigned upon receipt)

Business Name: _____

Business Address: _____

Phone #: _____ Tax ID/S.S. #: _____

Job Name & Location: _____

Date Job Started: _____ Estimated Length of Job in days: _____ (mandatory)

Please check one: annual year-end filing forms are not necessary, use a professional tax service
 send pre-printed annual year-end filing forms to:

Please check one: pre-printed withholding forms are not necessary, use in-house software system
 use a third party Payroll Company – Name: _____
 send pre-printed withholding forms to: _____

Employee withholding is submitted: Monthly or Quarterly

The Village of Hartville imposes an income tax at the rate of one percent (1%) on all earned income, including net profits attributable to Hartville. All employers, contractors, sub-contractors, or others who have one or more employees are required to withhold 1% of all employees' gross wages and submit this amount to the Village of Hartville.

The information hereby submitted is true and correct

Signed _____ Date _____

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VILLAGE OF HARTVILLE

904.10(B)

COMMERCIAL OR INDUSTRIAL FACILITY SEWER PTI APPLICATION

The undersigned, being the _____ of the property located at _____
(Owner, Owner's Agent) (House/Lot Number)

on the _____ side of _____
(north, south, east, west) (Street Name)

does hereby request a permit to install and connect a building sewer to serve the residence at said location.

- 1. The following process and sanitary discharges will be connected to the proposed building sewer:
a. c.
b. d.
2. The number of persons employed at the above facility is _____.
3. The name and address of the person or firm who will perform the proposed work is _____. Has the bonding and license required for sewer workers been secured from the Village? ___ YES ___ NO
4. Plans and Specifications for the proposed building sewer are attached hereto as Exhibit "A".
5. Industrial Wastewater Discharge Agreement as approved and in accordance with Sections 904.59 and 904.60 as attached hereto as Exhibit "B", or written notice from the Village that an Agreement is not required for the proposed discharge.
6. The Village Engineer must indicate if a grease, oil, sand, interceptor or trap is required.

In consideration of the granting of this permit to install, the undersigned agrees:

- 1. To accept and abide by all provisions of the Sewer Use and Industrial Pretreatment Code and other applicable ordinances.
2. To maintain the building sewer at no expense to the Village.
3. To notify the Village when the building sewer is ready for inspection and the connection to the public sewer is completed. The sewer conduit shall remain exposed until inspected and approved. Only approved sections shall be backfilled.

Does the applicant have existing indebtedness to the Village? ___ YES ___ NO

Date: _____ Signed: _____
(Applicant)

(Address of Applicant)

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Applicant approved and permit to install issued:

Permit No. _____

Date: _____ Signed: _____
(BPA)

Date: _____ Signed: _____
(Fiscal Officer)

Installation Approved:

Date: _____ Signed _____
(Village Engineer)

Date: _____ Signed: _____
(Sewer Inspector)

