



City of Ontario

555 Stumbo Road Ontario, Ohio 44906

www.ontarioohio.org

Tel: 419.529.3818

Fax: 419.529.6132

Contractor's License Application

The City of Ontario, Ohio has enacted Ordinance 06-13, on 05-04-06, requiring
ALL CONTRACTORS WORKING WITHIN THE City limits
to obtain an annual license. License runs from
January 1, through December 31.
You must apply for a renewal license each calendar year.

All forms and applications must be typed or legibly printed.
No license will be issued unless all required information is submitted.

Each Zoning Permit

At the time a zoning permit is issued for each project a list of subcontractors that are
intended to be used on that project will be required.

After submittal of the completed forms signed by the authorized representative and the payment of
the \$100.00 license fee (ordinance 18-47), your license will be mailed to you within ten (10) days.

Please complete all information requested including a list of intended Subcontractors.
Subcontractors are also required to obtain a license.)

You, as the general contractor, are required to see that all subcontractors are licensed.

Renewal annual license fee for the following year will be \$50.00 (Ordinance 18-47).

Application is available on City Website:
www.ontarioohio.org

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Contractor's License Requirements for Submission

1. Provide Certificate of Insurance (COI).
2. Provide Contractors license form for either New or Renewal. (The renewal may only be used if the company or individual Contractors License was obtained the previous calendar year.)
3. Provide payment in the form of a check or money order.
4. Provide Proposed Site Location information on form.
(Not required for Sewer Contractors.)
5. Please send the above required information and payment to:

Ontario Municipal Building
Attention: Contractors License
555 Stumbo Road
Ontario, Ohio 44906-1259

Please specify on envelope if this is a General or Sewer Contractor License

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Contractor's License Application Form

New \$100.00 or Renewal \$50.00

To be paid by check or money order, NO CASH

General Contractor Sewer Contractor or Both

Individual Partnership Corporation

Name of Contracting Firm _____

Address, City, State, Zip _____

Phone Number _____ Fax Number _____

Name of Principal (if Individual) _____ Social Security # _____

Name of President (if Corporation) _____ Federal ID# _____

Description of type of business: _____

Number of years in this business: _____

I acknowledge that I am authorized to sign this application and that I/we will withhold and submit to the City of Ontario, Ohio those City taxes as outlined by the attachment describing Ordinance # 15-45 (Chapter 193). I also acknowledge that all subcontractors will obtain a license. I am responsible to assure compliance.

Authorized Signature

Title

Date

Proposed Site Location:

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Income Tax

As a contractor working in the City of Ontario, Ohio you are required to abide by Chapter 193 (Ordinance 15-45 which was passed on November 19th, 2015).

We remind you all gross wages earned by your employees are taxable at the rate of one and one half (1 1/2) percent while working within the City of Ontario, Ohio. You must withhold this tax and remit to the City of Ontario, Ohio Income Tax Division.

A copy of the reporting form is attached. Additional copies can be obtained by contacting the Treasurer.

You are required to mail or fax a list of all subcontractors you employ giving name of company, address, and phone number along with type of sub-work they will be performing. Additionally, you must inform each subcontractor of this requirement.

Mail this information on or before starting actual construction to:

Income Tax Administrator
555 Stumbo Road
Ontario, Ohio 44906-1259
Phone: 419-529-3045
Fax: 419-529-6132

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