



# City of Ontario

555 Stumbo Road Ontario, Ohio 44906

[www.ontarioohio.org](http://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](http://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 19<sup>th</sup>, 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.**

All reporting forms can be found on our website, click on Departments then Income Tax and find under Business.

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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