

# City of Willard



## CODE ENFORCEMENT

631 MYRTLE AVE • P. O. BOX 367 • WILLARD, OH 44890-0367  
PHONE 419-935-6555 • WILLARDOHIO.US

Dear Contractors:

The City of Willard requires anyone who does residential or commercial construction work inside the City Limits to be registered with the City. This includes General Contractors. In addition, Contractors who engage in plumbing, electrical, heating, ventilating, air conditioning, or refrigeration work are required to have a City License. In order to qualify for a City License in one or more of these areas, the applicant must meet one of the following conditions:

1. Pass the City of Willard's exam in the area of the license (Electrical, Plumbing, or Heating and Ventilating (HVAC)). This exam is free and can be taken at City Hall.
2. Anyone who has a master plumbing or master electrical license, or anyone who possesses a license from another City that follows the State or National Building code and requires testing as a precondition, or anyone that is licensed by the OCILB shall not be required to take the exam in item 1 above (proof shall be required).

If you are registering for the first time, please fill out the attached form and return it to our office. You will need to include a check for \$50.00 for registration and \$15.00 for each license that you are obtaining. General contracting does not require the \$15.00 license fee. If you are currently registered and wish to renew, please fill out the attached form and return it with a check for \$10.00 for the registration renewal and \$15.00 per license that you currently hold (once again General Contractors do not pay the \$15.00 for the license fee). Contractors wishing to renew their license shall do so by January 1<sup>st</sup> of each year. Failure to renew by January 31<sup>st</sup> will result in a loss of license.

Along with the form and payment, please include a copy of proof from item 2 above (if applicable), a copy of your liability insurance (in the amount of \$50,000 or the cost of your largest project) and a copy of your Workers Compensation Certificate (if applicable).

Please remember that when building permits are issued entailing electrical, plumbing, sewer, heating or air conditioning work, separate permits are pulled for those trades and the sub-contractor(s) name(s) and registrations are to be furnished to us. Please have the dollar amounts broken down for each separate area of the contract as well.

Attached a revised sheet specifically showing what type of construction requires a permit. It is best to check with us before starting any construction if you have any questions. Failure to obtain a permit when required prior to starting will result in the City issuing a stop work order and doubling the permit fee. Repeated failure to obtain permits prior to construction will result in a loss of City license(s).

As far as inspections, please notify us in 48 hours in advance if possible. We will try to honor same day or next day requests when we are able. All commercial permits and inspections go through the Richland County Building Department.

NEW THIS YEAR: We regularly get calls asking for a list of registered contractors. We are adding some options on the registration/renewal form so that you can determine if and what information you would like to share. We respect your privacy and will only share it with property owners in Willard looking for Contractors. We hope this year is rewarding to you and your business, and that together we can help our community grow and prosper. Thank you for your assistance and cooperation. If you have any questions or concerns, please give us a call at 419.935.6555.

Respectfully,

James Pomerich  
Public Works Coordinator

# CITY OF WILLARD

## CODE ENFORCEMENT

631 S. MYRTLE AVE, PO BOX 367  
WILLARD, OH 44890  
PH: 419 935-6555 FX: 419 935-4545  
EM: CODE@WILLARDOHIO.US  
WWW.WILLARDOHIO.US



## CONTRACTOR LICENSE REGISTRATION or RENEWAL

### COMPANY INFORMATION:

WOULD YOU LIKE THIS INFORMATION SHARED WITH  
PEOPLE REQUESTING CONTRACTOR INFO

|               |  |
|---------------|--|
| COMPANY NAME: | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| OWNER'S NAME: | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| ADDRESS:      | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| PHONE:        | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| CELL:         | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| EMAIL:        | <input type="checkbox"/> YES <input type="checkbox"/> NO |

### TYPE OF LICENSE REGISTERING OR RENEWING

| TYPE OF LICENSE | NEW | RENEW | STATE I.D. # / LICENSED PERSON |
|-----------------|-----|-------|--------------------------------|
| ELECTRICAL      |     |       |                                |
| PLUMBING        |     |       |                                |
| HVAC            |     |       |                                |
| GENERAL         |     |       |                                |

**FEE** REGISTRATION FEE: NEW = \$50, RENEWAL = \$10 (IF DONE BY JANUARY 1ST)  
LICENSE FEE: \$15 PER LICENSE (ELECTRICAL, PLUMBING, HVAC - NOT GENERAL)

INCLUDE: INSURANCE, COPY OF LICENSE & WORKER'S COMPENSATION (IF APPLICABLE)

### IF SHARING INFO:

(MAY CHECK MORE THAN ONE)

WHAT SIZE JOBS DO YOU PREFER:  SMALL  MEDIUM  LARGE

LIST BELOW WHAT WORK DO YOU SPECIALIZE IN (ROOFS, SIDING, ADDITIONS, GENERAL, ETC)?

|                      |
|----------------------|
| <br><br><br><br><br> |
|----------------------|

## RESIDENTIAL BUILDING PERMITS

### House:

|            |    |       |
|------------|----|-------|
| Zoning     | \$ | 25.00 |
| Building   | \$ | 60.00 |
| Electrical | \$ | 45.00 |
| Plumbing   | \$ | 40.00 |
| HVAC       | \$ | 25.00 |

### Addition:

|                            |    |       |
|----------------------------|----|-------|
| Zoning                     | \$ | 25.00 |
| Building                   | \$ | 30.00 |
| Electrical (If applicable) | \$ | 45.00 |
| Plumbing (If applicable)   | \$ | 40.00 |
| HVAC (If applicable)       | \$ | 25.00 |

### Garage or Accessory Shed:

|                            |    |       |
|----------------------------|----|-------|
| Zoning                     | \$ | 25.00 |
| Building (If over 100SF)   | \$ | 20.00 |
| Electrical (If applicable) | \$ | 45.00 |

### Porch / Deck:

|  |    |       |
|--|----|-------|
| Zoning (If new or changing footprint / size) | \$ | 25.00 |
| Building (If over 200SF)                     | \$ | 20.00 |

|       |    |       |
|-------|----|-------|
| Fence | \$ | 25.00 |
|-------|----|-------|

|  |    |       |
|--|----|-------|
| Swimming Pool / Hot Tub (Plus possible Electric Permit of \$45.00) | \$ | 30.00 |
|--|----|-------|

|              |    |       |
|--------------|----|-------|
| Replace Roof | \$ | 20.00 |
|--------------|----|-------|

|                |    |       |
|----------------|----|-------|
| Replace Siding | \$ | 20.00 |
|----------------|----|-------|

|                         |    |       |
|-------------------------|----|-------|
| Replace Windows / Doors | \$ | 20.00 |
|-------------------------|----|-------|

|                        |    |       |
|------------------------|----|-------|
| Alterations in general | \$ | 20.00 |
|------------------------|----|-------|

|                 |    |       |
|-----------------|----|-------|
| Electrical Work | \$ | 45.00 |
|-----------------|----|-------|

|               |    |       |
|---------------|----|-------|
| Plumbing Work | \$ | 40.00 |
|---------------|----|-------|

|           |    |       |
|-----------|----|-------|
| HVAC Work | \$ | 25.00 |
|-----------|----|-------|

|                      |    |       |
|----------------------|----|-------|
| Driveway & Sidewalks | \$ | 20.00 |
|----------------------|----|-------|

|                     |    |       |
|---------------------|----|-------|
| Building in General | \$ | 20.00 |
|---------------------|----|-------|

Some alteration work under \$500 does not require a permit. There is a separate fee for each area above (siding, windows, roof, etc.). Call for more information (419) 935-6555.

Permit fees are doubled if the permit is obtained after work has begun.

A reinspection fee of \$25.00 will be charged.

## City of Willard, Ohio



631 S Myrtle Ave  
Willard, OH 44890  
[www.willardohio.com](http://www.willardohio.com)

### DO I NEED A PERMIT?

REVISED: Dec 1, 2018

QUESTIONS CALL: 419.935.6555

Any work that changes the footprint of a structure or deals with any kind of structural issues requires a permit. All new work involving electrical, plumbing, or HVAC also requires a permit and must be done by a registered contractor. If you start a job prior to getting a permit the fees will be doubled and there may be possible fines.

Building a Deck? Yes

Building or Placing a Shed or Garage? Yes, regardless of size.

Building an Addition? Yes

New Home? Yes

Pole, ground, or wall signs? Yes. Refacing of a sign? Yes, but there will be no permit fee

Fence? Yes

Swimming Pool/Hot Tub? Yes (Also requires an electric permit)

Replacing your roof, siding, or windows, doors? \*Yes

Replacing electric outlet, switch, or light fixture? No, unless the value of the work is over \$500.00.

Replacing Furnace, Hot Water Tank, A/C Unit, etc? Yes

Fixing water leak or replacing a faucet, toilet, or sink? No, unless the value of the work is over \$500.00.

Replacing a bath tub? Yes

Demolishing or moving a building? Yes

Replacing Flooring? No

Painting? No

Replacing or placing Cabinets and Countertops? Yes

Replacing Drywall? No

Moving, removing, adding a wall? Yes

Replacing or installing Sidewalks or Driveways? Yes

Any new electrical work? Yes

Any new plumbing? Yes

Any new HVAC work? Yes

Landscaping work? Generally No.

Patio's? Concrete pad? Call us.

Replace water, sewer, or storm service lines? Anything inside the house or within 30" of the house - Yes.

Any work within the right-of-way requires a Right-of-Way permit.

Any work within the street requires a Street Excavation permit.

\*Note: In some instances, a permit may not be required. Call us to see if that is the case 419.935.6555.