



Requirements

- Applicants must register with the City Income Tax Division: 605 Washington Street.
- Applicants shall provide a copy of current OCILB specialty licenses.
- Shall provide a Certificate of Contractor's Liability in the amount of \$300,000.
- Shall provide Ohio Workers Compensation Certificate or notarize waiver found in the application packet.
- ONLY IF performing work on City property or contracted by the City, applicant shall provide a \$25,000 compliance bond naming the City of Portsmouth as obligee.
- Shall pay annual registration fee; \$100 for first registration & \$50 for every one after.



CONTRACTOR REGISTRATION

All contractors and sub-contractors wishing to do permitted work within the City of Portsmouth must be registered with the Engineering Department. This includes Ohio Construction Industry Licensing Board (OCILB) contractors, home improvement contractors and building construction contractors.

The purpose of the registration is to ensure contractors are properly licensed and insured. Having the proper license ensures the contractor has met minimum qualification standards and being insured protects life and property for residents and businesses.



The engineering department can provide a list of registered contractors when filling out a building permit application.



**Portsmouth Building Department
Located in the Engineering Office**

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