



## BOND INFORMATION FOR CONTRACTOR LICENSE/REGISTRATION:

**Note to Contractor:** Please give this sheet to your bond company to ensure all information is correctly provided on the bond.

**Note to Bonding Agency:** Please follow the instructions below when completing the License/Registration Bond Form.

We have attached a *sample* bond form for your convenience. Please refer to this sample form for any questions you may have with regard to the information below:

- 1. Form:** Please use the bond form provided by the City if this is a new license/registration(s) or if the bond is being posted for the first time. In the case of a renewal for an existing license(s)/registration(s) and corresponding bond, we will accept an *original continuation certificate*.
- 2. Bond Number and Date:** Please enter the bond number and date on the lines provided at the top left hand corner of bond form.
- 3. Amount of Bond:** All Contractor License/Registration bonds are set at \$25,000.00. Please do not change this amount.
- 4. Name of Licensee.** Complete this space with the individual name of the *licensee/certificate* holder as it appears on their license.
- 5. Name of Company.** If the contractor is doing business as a company or assigning their license/registration to a business, *complete this section with the exact full business name as it appears on the contractor Renewal Form or OCILB License*. If the contractor is conducting business as herself/himself, not using a business or corporation name, leave this section blank. (Contractors do business under a variety of names, many use more than one name. The bond *must* contain the exact full business name the contractor will use in doing business with the City of Columbus. If the contractor is assigning their license/registration to business, the exact full business name must appear on the bond.)
- 6. Name of Bond Company:** The bond company name must appear here.
- 7. License/Registration Type.** Complete this section with the type of trade(s) in which the contractor is licensed/registered to engage. For example, electrical, plumbing, HVAC, etc. This information can be obtained from the Contractor Renewal Form or OCILB License. In the event a licensee holds more than one license/registration, all trades may be covered under a single bond.

All trades approved by a board prior to licensing such as Home Improvement Contractors, Sewer Contractors, Water Contractors, Sewer and Water Contractors, General Sign Erector and Limited Sign Erector should specify that trade in line 7. For example a Home Improvement Contractor License may be either "General" or "Limited". A "Limited" license restricts the licensee to specific trades, such as "siding", "windows", etc. A "General" license does not restrict the contractor.

*All Home Improvement Contractor bonds must contain one of the following phrases on line 7:*

Home Improvement or  
Home Improvement - Limited - \_\_\_\_\_  
(specify the limitation as it appears on the Contractor Renewal Form or Board Approval Letter)

- 8. Expiration Date.** Expiration dates for City of Columbus License(s)/Registration(s) are based upon the first letter of the last name of the individual you designate as the responsible party for your license/registration. *Bond expiration date for a new license/registration shall be issued for a minimum of 7 months to coincide with the table below.* Please use the following table to calculate the appropriate expiration date:

Last Name Begins With:	Bond to Expire:
A thru F	December 31
G thru L	March 31
M thru R	June 30
S thru Z	September 30

- 9. Dating and Signing Bond:** This section must be completed by both the *Licensee/Certificate Holder* and the Bonding Company. Signatures must be originals. *Rubber stamps will not be accepted.*
- 10. Bond Seal:** The bond must contain either an *original imprinted or affixed* seal to it for validation. Any bond missing this seal will be considered invalid and will be returned to the licensee/certificate holder without review.

When the bond form has been properly completed, please return it to the licensee/certificate holder. Do not return this form to our office. The licensee/certificate holder must complete additional paperwork and attach a check for the license/registration fee. We require all paperwork to be submitted as a single package.

### QUESTIONS?

Please call (614) 645-6083. This a voice-mailbox. You may leave your name, number, and a brief description of your question and one of our customer service representatives will return your call.



# CONTRACTOR LICENSE/REGISTRATION BOND FORM: 1

Bond #: 2 Date: 3

Amount: \$25,000.00

### KNOW ALL PERSONS BY THESE PRESENTS:

That (Licensee/Registrant) 4

of (Company Name) 5

as Principal and (Bond Company) 6

as Surety, are held firmly bound unto the City of Columbus, c/o City Treasurer, City Hall, 90 West Broad Street, Columbus, Ohio 43215, as Obligee, in the sum of Twenty Five Thousand and no/100th Dollars (\$25,000.00) to be paid to said Obligee City, its successors and assigns, and for the payment thereof well and truly to be made, we, Principal and Surety, jointly and severally bind ourselves, our heirs, executors, administrators, successors, and assigns firmly by these presents. The conditions of the above obligation are such that:

WHEREAS, the above principal has or is about to apply to said Obligee for a license/registration as a \_\_\_\_\_

7 Contractor for the term commencing this date and ending

(MO/DAY/YR) 8, pursuant to Chapter 33 or 41 of the Columbus City Codes, 1959, as applicable.

WHEREAS, Principal, his agents and employees shall save the City harmless from all loss and damage to persons or property which may be occasioned in any way, by accident or the want of care or skill on applicant's part, in the prosecution of the work contracted, performed, pursued or attempted under such license/registration, pursuant to Columbus City Code Chapter 33 or 41 as applicable.

NOW THEREFORE, if the license/registration shall be issued to Principal and Principal, his agents and employees shall save the City harmless from all loss and damage to persons or property of the City and aforesaid, then this obligation shall be voided; otherwise, the same shall remain in full force and effect.

IT IS FURTHER AGREED AND UNDERSTOOD that Surety Company reserves the right to cancel this bond by giving thirty (30) days written notice to Obligee c/o Administrator for The Building Services Division, 757 Carolyn Avenue, Columbus, Ohio 43224, and upon receipt of such cancellation notice, Surety Company is relieved of any further liability. Surety Company will be liable for loss accruing up to the effective date of said cancellation notice, but in no event to exceed said \$25,000.00.

Signed this 9 day of 9, in the year 9

Licensee/Registrant \_\_\_\_\_  
(PRINT OR TYPE NAME)

By \_\_\_\_\_  
(SIGNATURE)

Surety \_\_\_\_\_  
(PRINT OR TYPE NAME)

By (Attorney-in-fact) \_\_\_\_\_  
(SIGNATURE)

Place Seal Here

**10**



# CONTRACTOR LICENSE/REGISTRATION BOND FORM:

Bond #: \_\_\_\_\_ Date: \_\_\_\_\_

Amount: \$25,000.00

**KNOW ALL PERSONS BY THESE PRESENTS:**

That (Licensee/Registrant) \_\_\_\_\_

of (Company Name) \_\_\_\_\_

as Principal and (Bond Company) \_\_\_\_\_

as Surety, are held firmly bound unto the City of Columbus, c/o City Treasurer, City Hall, 90 West Broad Street, Columbus, Ohio 43215, as Obligee, in the sum of Twenty Five Thousand and no/100th Dollars (\$25,000.00) to be paid to said Obligee City, its successors and assigns, and for the payment thereof well and truly to be made, we, Principal and Surety, jointly and severally bind ourselves, our heirs, executors, administrators, successors, and assigns firmly by these presents. The conditions of the above obligation are such that:

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\_\_\_\_\_ Contractor for the term commencing this date and ending

(MO/DAY/YR) \_\_\_\_\_, pursuant to Chapter 33 or 41 of the Columbus City Codes, 1959, as applicable.

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Signed this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_

Licensee/Registrant \_\_\_\_\_  
(PRINT OR TYPE NAME)

By \_\_\_\_\_  
(SIGNATURE)

Surety \_\_\_\_\_  
(PRINT OR TYPE NAME)

By (Attorney-in-fact) \_\_\_\_\_  
(SIGNATURE)

Place Seal Here

\_\_\_\_\_