

LAKE COUNTY BUILDING DEPARTMENT

105 Main St, Building B, Second Floor, Painesville, Ohio 44077

TEL: 440-350-2636 440-918-2636 FAX 440-350-2660

www.lakecountyohio.gov/building-inspection or lcdb@lakecountyohio.gov

2025 RESIDENTIAL ONLY CONTRACTOR'S REGISTRATION APPLICATION

CHECK ALL APPLICABLE

RESIDENTIAL
() ELECTRICAL

RESIDENTIAL
() HVAC

RESIDENTIAL
() PLUMBING

RESIDENTIAL
() SEPTIC

(SEE NOTES ON REVERSE)

REGISTRATION FEE: \$120.00 PER EACH REGISTRATION. Make checks payable to:

LAKE COUNTY TREASURER. If receipt required, please enclose a self-addressed, stamped envelope.

ENCLOSE A COPY OF YOUR STATE LICENSE or COMPANY ANNUAL CERTIFICATE IF APPLICABLE (See notes on page 2)

Note: It is the contractor's responsibility to follow all local municipality rules, regulations and registration requirements. This registration does not take the place of any local municipal requirements, please check with the local municipality for any additional requirements.

DATE: _____

Please complete both boxes.

NAME OF APPLICANT: _____
HOME ADDRESS: _____
CITY: _____
STATE: _____ ZIP CODE: _____
HOME TELEPHONE NUMBER: _____
CELL PHONE NUMBER: _____
EMAIL: _____

BUSINESS ADDRESS: _____
(IF DIFFERENT THAN HOME ADDRESS)
CITY: _____
STATE: _____ ZIP CODE: _____
BUSINESS TELEPHONE NUMBER: _____
BUSINESS FAX NUMBER: _____
CELL PHONE NUMBER: _____
EMAIL: _____

Please list **names of any additional personnel authorized to obtain permits and schedule inspections** for the above company. If more space is needed, please note that an additional page is attached.

PLEASE NOTE: This form must be notarized.

I subscribe that, if registered, I will abide by the provisions set forth in the code of building regulations for the unincorporated areas of Lake County and the areas where the Lake County Building Department has jurisdiction. I will obtain all necessary permits and required inspections including final inspections. I will maintain a set of approved construction documents on site, and I will comply with all approved construction documents, codes, and standards. This certificate of registration can be revoked at the discretion of the Lake County Building Department for violations of the Building Codes or failure to obtain permits and required inspections, or other just cause, including violations of the provisions of this paragraph.

FALSIFICATION OF A PUBLIC DOCUMENT IS A VIOLATION OF THE OHIO REVISED CODE, SECTION 2921.13(A)(5), A MISDEMEANOR OF THE FIRST DEGREE, PUNISHABLE BY UP TO SIX (6) MONTHS IMPRISONMENT AND A FINE OF \$1,000 OR BOTH.

APPLICANT'S SIGNATURE

(Applicant's Name) *being duly sworn deposes and says that the information provided herein is true and sufficiently complete so as not to be misleading.*

Subscribed and sworn before me this _____ day of _____ 20 _____

SEAL

NOTARY SIGNATURE

NOTARY STAMP or PRINT NOTARY NAME _____

Expiration Date of Commission: _____ COMMISSION RECORDED IN: _____

(COUNTY)

REGISTRATIONS ARE VALID FROM JANUARY 1ST - DECEMBER 31ST OF EACH YEAR.

Revised 10/30/24



LAKE COUNTY BUILDING DEPARTMENT

105 MAIN ST, BUILDING B, 2nd FLOOR, PAINESVILLE, OHIO 44077

PAINESVILLE
440-350-2636

CLEVELAND
440-918-2636

TOLL FREE
800-899-5253

FAX
440-350-2660

www.lakecountyohio.gov/building-inspection
LCBD@lakecountyohio.gov

Lake County Building Department Residential Specialty Contractor Registration. (Electrical, HVAC, Plumbing & Septic)

To perform residential specialty work, an applicant must meet one of the following conditions:

1. The owner of a one, two or three family dwelling may perform his or her own (electrical, HVAC, hydronic, fire suppression) installation work. The homeowner must sign a waiver accepting responsibility for the installation on a form provided by the Lake County Building Department.
2. Obtain a specialty contractor registration from Lake County Building Department. To obtain a Lake County Building Department Specialty trade registration an applicant must meet one of the following conditions:

A – Upon receipt of valid State of Ohio (OCILB)

B – Provide valid registration from another Ohio Certified Residential Building Department that provides for the testing of its applicants

(Note: Registration must be no later than from the previous two years).

C – Successfully pass a Lake County Residential Specialty Trade Test.

D – Verification of previous registration with Lake County Building Department for the specific specialty trade.

(Note: Registration must be no later than from the previous two years).

NOTE: - Residential HVAC or Plumbing contractors can install Gas Piping and obtain any required Permits for Residential Gas Piping.

HVAC Residential work only, a registered HVAC contractor can obtain any required permits, for residential boilers/hot water heat installation and replacement.

Hydronics for residential work only, registered HVAC and Plumbing contractors can obtain any required permits for Residential Hydronics.

NOTE (continued): - Residential Septic contractors can install electrical components associated with the septic system and minor interior plumbing components associated with the septic installation.

Applicants registering as a Residential Only Contractor register as the individual, not as a company or DBA.

Requirements / guidelines for taking the Residential Specialty test.

1. Applicants must schedule a test in advance. Test dates and time vary based on staff availability but will be scheduled no later than two weeks after request is made.
2. Test fee of \$50 per test due prior to test.
3. Applicant must receive a minimum of 75 points to pass. Test is 25 questions 4 points per question. 2-hour time limit.
4. If applicant is not successful, they must wait a minimum of two weeks to schedule a retest.
5. Applicant may supply their own code book or one can be provided for them.
6. No other items in the test area other than a pen, pencil and approved testing material / code book(s).
 - a. A lock box is provided to lock up applicant's cell phone and other belongings not permitted in the test area.

Sincerely,



David V. Strichko, CBO
Lake County Building Official.