



**Economic Development
Building Inspection**

One Government Center
Suite 1600
Toledo, Ohio 43604
phone 419-245-1220
fax 419-245-1329
toledo.oh.gov

HOME IMPROVEMENT AND REMODELING CONTRACTOR REGISTRATION

The City of Toledo registers and licenses contractors engaged in the business of making improvements to residential structures regulated by the Residential Code of Ohio. There are two categories of contractor licenses. These licenses are renewed annually, expiring December 31st of each year:

1. **Certified Remodeling Contractor.** May engage in all residential construction, alterations and renovations. (Certified Remodeling Contractors are required to pass the International Code Council's (ICC) Building Contractor's examination.) See ICC information at the bottom of this page.
2. **Limited Remodeling Contractor.** Restricted to residential improvements such as roof and window replacement, siding application, installation of insulation, fencing, and swimming pools greater than 24" in depth.

To secure licensing, Certified and Limited Remodeling Contractor applications are reviewed by the City's Board of Control for Home Improvement and Remodeling Contractors. Once approved, the applicant will take the exam.

To apply, complete and submit the attached application with the following:

- 1) \$200.00 fee. (\$175.00 will be refunded if the Board of Control determines that you are not qualified to take the exam.)
- 2) Required documents as listed by the qualification selected on page 3 as established by the Board of Control.
- 3) A copy of the completion certificate for the ICC Building Contractor C test, required if applying for the Certified exam.

Remodeling Contractor and Limited Remodeling Contractor Examination Information:

1. **Certified Contractor** will take the City of Toledo Certified Remodeling Exam after passing the ICC Building Contractor C test; a completion certificate is required. The Certified exam covers Chapter 11 (Zoning) and Chapter 13 (Building) of the Toledo Municipal Code.
2. **Limited Contractor** will take the City of Toledo Limited Remodeling Exam. The Limited exam covers Chapter 13 (Building) of the Toledo Municipal Code and the International Residential Code (IRC) 2024 Code Book.
3. The examination is open book allowing the above-mentioned reference materials.
4. Chapters 11 and 13 are available on the City of Toledo's website www.toledo.oh.gov. Click Government, click City Council, City Charter. Find Part 11 and Part 13 of the Toledo Municipal Code. These codes can also be purchased for \$30.00 at City of Toledo, Division of Building Inspection, One Government Center, Suite 1600, Toledo, OH 43604.
5. The IRC 2024 Code Book can be purchased at www.shop.iccsafe.org. Search IRC Code.
6. After passing the City of Toledo exam, a Certificate of Compliance from the City of Toledo, Division of Taxation is required before a license can be issued. For questions on tax compliance, call 419-245-1197.
7. License holders are required to provide a Certificate of Insurance showing liability insurance in the amount of \$100,000 to \$300,000.

BUILDING CONTRACTOR C – ICC EXAMINATION

Complete information for this examination (Exam ID: 767-OH-GC) can be obtained from: www.iccsafe.org/jurisdiction-specific-contractor-trades-exams/ Click on Ohio, or call 1-888-422-7233 Ext 5524.

Further information can be obtained: www.iccsafe.org/certification-exam-catalog/ Catalog Search: Type: Contractor/Trades. State: Ohio. Category/Trade: Building. Click Search. EXAM ID 767-OH-GC

To register click on Pearson VUE, Contractor/Trades, click Program Information, click on Locate Test Center.

The closest ICC test center to Toledo is: Pearson Professional Centers - Maumee, 1705 Indian Wood Circle, Suite 202, Maumee, OH 43537.



HOME IMPROVEMENT CONTRACTOR EXAMINATION/REGISTRATION

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LAST NAME _____ FIRST NAME _____ MIDDLE INITIAL _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
DATE OF BIRTH _____ Last 4 of Social Security Number: _____
PHONE (____) _____ E-MAIL: _____

Company Information

Business Name you will operate under _____	City of Toledo Tax Identification No. _____ (____) _____ - _____
Street Address (Business) _____	Telephone No. (Business) _____ (____) _____ - _____
City, State, Zip _____	Fax No. _____
	E-mail Address _____

Do you hold, or have you held, another contractor, journeyman, or apprentice license or registration with the City of Toledo?

Yes / No _____ Type(s) Describe _____

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<i>Have you, or any firm or company in which you were a partner or officer, ever ...</i>	No	Yes
Had any license, registration or application refused, suspended, revoked, canceled, or withdrawn?		
Been involved in a legal action of any kind in which you, or your company or business, were charged with a dishonest or unlawful act involving federal or state statutes or local ordinances of a civil or criminal nature other than a traffic violations?		
Been involved in a bankruptcy proceeding, in receivership, judged insolvent, or assigned assets for benefit of creditors?		
Been suspended from the Veteran's Administration (VA) Loan Guaranty program?		
Had any action instituted against you by the Federal Housing Administration (FHA)?		
Are there any unsatisfied judgments against you?		

If the answer to any of these questions is "YES", explain fully. Use the back of this application if necessary. Give names, dates, locations, reasons for the action, nature of the charges, revocations, etc.

Applicants must check one of the following qualifications and provide all required documentation. The application will not be accepted without documentation.

- ☐ Two-year degree in construction management, architecture or engineering.
☒ Copy of Certificate attached

- ☐ Licensed Journeyman in construction trade. Attach a copy of your Certificate.
☒ Copy of Certificate attached

- ☐ Worked in general building construction under a professional for a period of 5 years. The professional should be a person such as a licensed home remodeler, homebuilder, general contractor or similar knowledgeable person.
☒ Notarized statement from previous employer stating type of work (At least 5 years' experience required)
☒ Tax records summary showing substantial dollar volume (Schedule C, pages 1 and 2 or Form 1120) and tax records (W-2's, 1099's) for a period of 5 years.

- ☐ Self-employed on construction projects for 5 years.
☒ Notarized resume going over experience and type of work performed (At least 5 years' experience required)
☒ Tax records summary showing substantial dollar volume (Schedule C, pages 1 and 2 or Form 1120) and tax records (W-2's, 1099's) for a period of 5 years.

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NOTE: Incomplete applications will not be accepted. You must complete the employment history sheet. You must submit all documentation at the time of application. The application fee must accompany this application. Mail or hand deliver to: City of Toledo, Building Inspection One Government Center, Suite 1600. Toledo, Ohio 43604 (the intersection of Jackson and Erie Streets).

It is specifically agreed by the applicant that any misrepresentation, false statement or fraud in, or in connection with this application shall be cause for revocation or suspension of a license thereon, or shall be cause for denial of an application in addition to any other actions or penalties or both to which the applicant may be subject.

Applicant's Signature

Sworn to and subscribed before me this _____ day of _____, 20_____.
State of Ohio, County of Lucas

Notary Public_____ My commission expires on: _____

Employment History Start with the most recent				
Employer Name Address, City, State	From Mo., Yr.	To Mo., Yr.	Position & Nature of Work	Reason for Leaving

References

List three Persons or Business References, NOT RELATED TO YOU.

_____ Name	_____ Name	_____ Name
_____ Occupation or Title	_____ Occupation or Title	_____ Occupation or Title
_____ Business Name	_____ Business Name	_____ Business Name
_____ Address	_____ Address	_____ Address
_____ City, State, Zip	_____ City, State, Zip	_____ City, State, Zip
_____ Phone Number	_____ Phone Number	_____ Phone Number

**Toledo Municipal Code - Section 1111.1101
"CERTIFICATES OF APPROPRIATENESS"**

The following is the text of the Toledo Municipal Code "Certificates of Appropriateness."

1111.1101 Applicability: No contractor, owner or other person may make any environmental changes to any property designated as a historical landmark or within a designated historic district unless a valid written Certificate of Appropriateness has been issued by the respective Historic District Commission in accordance with procedures of this Section.

1111.1103 Initiation: Applications for a Certificate of Appropriateness for environmental changes upon landmarks or within designated historic districts shall be submitted directly to the Planning Director on forms provided by the Plan Commission, together with four complete sets of all applicable plans, designs, elevations, specifications and documents relating thereto.

1111.1104 No Retroactive Certificates: Applications for retroactive Certificates of Appropriateness shall not be accepted, and retroactive Certificates of Appropriateness shall not be issued.

1111.1105 Planning Director's Review and Report: Upon receipt of all pertinent documents, the Planning Director:

- A. must inform the applicant of the review procedures and application requirements;
- B. has the authority to request from the applicant additional pertinent information regarding the proposed environmental change;
- C. must inform the respective Historic District Commission members of the Certificate of Appropriateness applications.

**City of Toledo
Division of Building Inspection**

The undersigned applicant for a contractor license or registration with the City of Toledo, acknowledges his/her knowledge of Chapter 1111.1101 which requires the prior approval of the Historic District Commission having jurisdiction for any environmental changes to property within the historic district. Without limiting the generality of the forgoing, the undersigned hereby agrees to comply with the provisions of 1111.1101 of the Toledo Municipal Code.

Signature of applicant for license or registration

Printed name of applicant

Date