



CITY OF TOLEDO

Department of Economic and Business Development

Division of Building Inspection

One Government Center, Suite 1600 • Toledo, OH 43604 • Phone (419) 245-1220 • Fax (419) 245-1329 •
onestopshop@toledo.oh.gov

HOME IMPROVEMENT AND REMODELING CONTRACTOR EXAMINATION

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, renewed annually:

1. Certified Remodeling Contractor. May engage in all residential construction, alterations and renovations.
2. Limited Remodeling Contractor. Restricted to residential improvements such as window replacement, installation of insulation, fencing, and swimming pools greater than 24" in depth.

To secure licensing, both categories of remodeling contractors are tested by the City's Board of Control for Home Improvement and Remodeling Contractors, with the assistance of the staff of the Division of Building Inspection. Certified Remodeling Contractors are required to pass the International Code Council's Building Contractor's examination.

To apply to take the Home Improvement and Remodeling Contractor's Exam, complete and submit the attached application with the requested documents:

- 1) Copy of the ICC completion certificate for Building Contractor C test (for Certified Remodeling Contractors ONLY).
- 2) \$200 fee. \$175 will be refunded if the Board of Control determines that you are not qualified to take its test.
- 3) Forms documenting that you meet the requirements established by the Board of Control.

Applications are reviewed by the Home Improvement and Remodeling Contractors Board of Control. Once approved, an applicant is notified in writing to appear for the next scheduled examination. Failure to appear for a test will cause the application to be closed. No refund will be granted. Specially administered exams may be scheduled for an additional fee.

The City's Home Improvement and Remodeling Contractor's exam covers material in the Toledo Municipal Code, Part 13 Building Code and Part 11 Zoning Code. The exam is open book.

The codes are available on the City of Toledo's Website www.toledo.oh.gov. Click on City Council. Click on City of Toledo Charter. The amlegal.com/library website comes up. Search for the sections of the code listed below. These codes are also available for purchase at One Government Center, Suite 1600, 419-936-2531. Codes may be mailed, upon request, for the following fees:

Part 13 \$10.60 (+\$2.21 postage) Part 11 - \$17.00 (+\$3.95 postage) Total for mailing both - \$33.76

This exam is open book allowing you to utilize your reference material noted above.

When the exam is passed, the applicant is required to submit a Certificate of Tax Registration from the City of Toledo Division of Taxation before a license can be issued and will be renewable annually.

BUILDING CONTRACTOR C – ICC EXAMINATION

Complete information for this examination (Exam ID: N13) can be obtained from: www.iccsafe.org/contractor
Click on Ohio. Click on 2009 Toledo, Ohio Examination Information Bulletin. Or call 1-888-422-7233

Further information can be obtained: www.iccsafe.org/certification/faq-exams.html

Click on Certification & Testing; www.pearsonvue.com/icc Under Contractor/Trade Licensing, click on Locate Test Center

The closest ICC test center is:

Maumee Pearson Professional Center. 1789 Indian Wood Circle. Metro Woods Building, Suite 120. Maumee, OH 43537

You may also contact Pearson Vue at 1-877-234-6082 to schedule your exam.

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Home Improvement and Remodeling Contractor Exam Application

Applicant Information

Applicant's Name (First Name, Middle Initial, Last Name, Suffix)

Social Security No.

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Applicant's Street Address (Home)

Telephone No.

City, State, Zip

E-mail Address

Height Weight Hair Color Eye Color Gender (Male, Female)

Date of Birth

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



<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 at least one of the following qualifications and provide documentation as requested below, without which, the application will not be accepted.

_____ Two-year degree in construction management, architecture or engineering. Attach a copy of your Certificate.

_____ Licensed Journeyman in construction trade. Attach a copy of your Certificate.

_____ Worked in general building construction under a professional for a period of 60 months (5 years). The professional should be some person such as a licensed home remodeler, homebuilder, general contractor or similar knowledgeable person. Documentation should be in form of notarized statement from previous employer stating type of work you have done for at least the required five years. If this is not a local, recognized company, you should get proof of employment from a trade association, Building Inspection Department or Lending Institution from another city.

_____ Self-employed on construction projects for 60 months (5 years). Proof of self-employment should be in the form of a notarized resume proving that you have been contracting for a minimum of five years (excluding relatives). Proof of both substantial work experience and dollar volume is absolutely required. References from customers shall be supplied. In addition, tax records shall be submitted as additional proof.

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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 to: City of Toledo. P.O. Box 844. Toledo, OH 43697 or hand deliver to 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: _____

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To be completed by the Board of Control

Approved _____ Disapproved _____ Date _____ Chairman of Board _____

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Test Date _____ Passed _____ Failed _____

Comments _____

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.

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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

City of Toledo License/Registration Application Number