



2010 ANNUAL CONTRACTOR REGISTRATION

Codified Ordinance Chapter 1145 has been established by the City of Salem for the ANNUAL REGISTRATION OF CONTRACTORS AND SUBCONTRACTORS/1099 EMPLOYEES

Registration is required for all persons, firms or corporations who enter into written or oral contract or agreement to supply goods, services and/or labor within the corporate limits of the City of Salem.

All of your 1099 employees must be registered. Failure to register your "helpers" and/or 1099 employees could result in your job being stopped.

Individuals, under the age of 18 years, engaged in work or providing services to others, such as lawn care, snow removal, etc, are exempt.

Registration consists of:

1. Provide information about yourself, firm or corporation.
2. Compliance with City of Salem Income Tax laws.
3. Minimum \$300,000.00 Comprehensive General Liability Insurance.
4. Ohio Worker's Compensation Certificate, if applicable.
5. \$50.00 Registration Fee.

Complete the two enclosed registration forms and return them with a copy of your insurance certificate (with the City of Salem as the certificate holder), compensation certificate (if applicable) and a \$50.00 check made out to: CITY OF SALEM.

The Annual Registration Fee of \$50.00 is for the calendar year. Annual renewals are \$50.00. Registration is not assignable or transferable and there are no refunds. **THIS IS NOT A LICENSE**. The City of Salem is not responsible for damages resulting from any action of a registered party. **The City does not endorse or recommend any contractor/subcontractor and registered parties are not to imply this in any way.**

FAILURE TO REGISTER: Should any person, firm or corporation, either as a contractor, or subcontractor be found by the Zoning Officer or Income Tax Administrator to be performing work, entering into a written or oral contract or agreement to supply goods and/or labor without a valid registration, said Zoning Officer or Income Tax Administrator shall cause all work to cease immediately until all provisions of this ordinance have been met, and an additional fee equal to three (3) times the original registration fee is paid.

DAILY ENFORCEMENT IS CONDUCTED BY THREE CITY INSPECTORS TO DETERMINE IF COMPLIANCE HAS BEEN MET.

The penalty for failing or refusing to comply with the provisions of this ordinance, and upon conviction, shall be deemed guilty of a misdemeanor and could result in a fine of not more than five hundred (\$500.00) dollars. Each day such violation exists shall constitute a separate offense.

Additional Contractor Registration Forms can be downloaded by going to: www.cityofsalemohio.org
Click on downloads under Planning & Zoning

City of Salem Zoning

330-332-4241 Ext 228

231 S. Broadway Ave.
Salem, OH 44460

City of Salem Income Tax

330-332-4241 Ext 225