

***Village of Amanda****Fairfield County*

*116 E Main St. P.O. Box 250*  
*Amanda, Ohio 43102*

*Phone: 740-969-4771*

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Mark Moore  
Mayor

Ralph Martin

Village Administrator

**VILLAGE OF AMANDA   
CONTRACTOR REGISTRATION**

Effective October, 2011 the Village of Amanda requires contractor registration. This   
includes any individual or company who is engaged in the business as a general   
contractor, sub-contractor, and/or project manager, or who provides construction   
activities such as general construction, repair, renovation, electrical, plumbing, heating   
and/or cooling, water line or sewer line installation within the municipal limits of the   
Village of Amanda. **Please note that property owners or residents performing   
work themselves are not required to register.**

When registering with the Village of Amanda, the following items are required:

1. Completed application;

1. Proof of current certificate of liability insurance with a minimum coverage of   
   $100,000.00/$300,000.00 bodily injury and $50,000.00 property damage;
2. A copy of a current Certificate of Worker's Compensation (when the applicant   
   employs one or more people);
3. A copy of the state license for electric, plumbing and heating and/or cooling   
   registration for commercial projects (as required by House Bill 434);
4. Payment of $50.00 for the initial registration fee or $25.00 for the annual   
   renewal fee.

6. Completed Amanda Income Tax form.

Please remember to provide the village with renewal insurance and worker's   
compensation information at the time of renewal. Otherwise, the registration is no   
longer valid.

All registrations expire one year from registration date. All current registered contractors   
will be sent a renewal packer each year. If you have any questions contact   
Ralph Martin at 740-969-4771 or villagofamanda@hotmail.com



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**VILLAGE OF AMANDA  
CONTRACTOR REGISTRATION APPLICATION**

Renewal

New Registration\_

Nmne \_

Company Name \_

Adilless \_

E-mail Address \_

Application Date \_

Phone \_

Phone \_

City/State/Zip \_

Age of Applicant \_

Other:

Business Type (Check One) \_\_ Individual \_\_ Sole Proprietorship \_\_ Partnership \_\_ Corporation

Applicant's Position with Company \_

Insurance Company & Agent \_

Insurance Company Address \_

Expiration Date of Policy \_

Phone \_

Type of Registration:

General HV AC

\_ Plumbing

Electrical

Water/sewer lines installation

**Note:** A current copy liability insurance, certificate of Worker's Compensation and state license, if applicable, must be submitted   
and kept on file in the Village of Amanda, or registration is void. (This is the responsibility of the Contractor.)

This registration form, along with the payment of fifty **($50.00)** dollars registration fee, or twenty-five **($25.00)** dollars renewal fee,   
must be delivered to this office no later than 30 days after expiration date to remain active. Renewals received after 30 days will be   
treated as new registrations and will be charged fifty **($50.00)** dollars.

**REVOCA TlON OF REGISTRATION CERTIFICATE**

Upon written complaint of any person, the Village Administrator will investigate the complaint, and may recommend to the Safety   
Committee of Council to revoke, modify or suspend any registration certificate issued pursuant to the provisions of this chapter. This   
includes acts or omissions of the holder of any such certificate; conversion of property or funds belonging to another, failure to   
complete any contract or work undertaken under the this registration, unreasonable delay in the completion of work performed, use of   
unapproved or fraudulent material, involuntary petition of bankruptcy by registration certificate holder, or unauthorized departure   
from plans or specifications agreed to by certificate holder and owner. The Safety Committee shall then make a final determination as   
to the action to be taken. The Village Administrator will notify the contractor of the action taken by the committee. However, no   
registration certificate shall be revoked without at least fifteen (15) days advance written notice by the Village Administrator to the   
registration certificate holder and allowance of appeal submitted in writing stating the reason for the appeal. Appeal is to be filed with   
the Village Administrator within ten (10) days of receipt of notice of revocation.

**PENALTY**

Any person who shall fail to comply with any of the provisions of this code shall be deemed guilty of a misdemeanor, and upon   
conviction, fined not more than five hundred ($500.00) dollars.

**CONTRACTORS REOUIRING REGISTRATION**

1. Electrical Contractor: Any person who is engaged in the business, or who, pursuant to written or oral agreement with   
   another person, undertakes any electrical work or portion involving that particular trade, art or craft.
2. Mechanical Contractor: Any person who is engaged in the business, or who, pursuant to written or oral agreement with   
   another person, undertakes any heating and air conditioning work or portion involving that particular trade, art or craft.
3. Plumbing Contractor: Any person who is engaged in the business, or who, pursuant to written or oral agreement with   
   another person, undertakes any plumbing work or portion involving that particular trade, art or craft.
4. General Contractor: Any person who is engaged in the business, or who, pursuant to written or oral agreement with   
   another person, acts as a general contractor or project manager or portion involving that particular trade, art or craft.
5. Water/Sewer Lines Installer: Any person who is engaged in the business, or who, pursuant to written or oral agreement   
   with another person, undertakes any water and/or sewer line installation work or portion involving that particular trade,   
   art or craft.

**EXEMPTIONS:**

The following are not required to be registered:

A. The property owner or resident who performs the work him or herself.

B. Work done or caused to be done by the United States of America, the State of Ohio, or any agency or subdivision.

**REGISTRATION PROCEDURES**

Upon receipt of a Contractor Registration Application and recommendation by the Village Administrator may issue a   
registration certificate in accordance with regulations established by the Village of Amanda. However, it shall not be mandatory that   
the Village Administrator issue a registration certificate should it be established to their satisfaction that the applicant in question has   
been of any of the acts or practices for which registration certificate could be revoked as set forth.

All registration certificates shall expire one year from registration date for which the same was issued. No registration fee   
required shall be refunded for any cause whatsoever.

No registration certificate shall be issued or continue in effect unless the applicant shall give evidence that the following items are   
valid and remain in effect during the duration of the registration certificate:

1. The prepayment of fifty ($50.00) dollars registration fee or renewal payment of twenty-five ($25.00) dollars to the   
   Village of Baltimore.
2. Public liability and property damage insurance with the minimum coverage of $100,000.00/$300,000.00 bodily injury

and $50,000.00 property damage.

1. A Certificate of Worker's Compensation, when the applicant employees one (1) or more people.
2. Applicant must be eighteen (18) years of age or older.
3. Copy of State License for electric, plumbing, and heating and/or cooling registrations for commercial projects (effective   
   September 17,2001 per State House Bill 434).



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**VILLAGE OF Amanda**

**INCOME TAX MANDATORY FILING REQUIREMENT**

**All contractors are required to withhold Village of Amanda, Ohio 1% income tax   
from any employees who work in the Village of Amanda and report it to the   
Amanda Tax Administrator quarterly.**

**CONTRACTOR INFORMATION**

\_\_\_ Sole Proprietorship   
\_\_\_ Corporation

\_\_\_ Limited Liability

1. Type of Organization:

\_\_\_ Individual Only   
\_\_\_ Partnership   
Non-Profit

Other \_

2. Federal ID Number or Social Security Number: \_

1. Local Name and Address as used for business purposes:

Business Name: \_

Address: \_

City: State: Zip: \_

Telephone: Fax: \_

E-mail: \_

1. Mailing Address (for receipt of forms, correspondence) if different than above:

Business Name: \_

Address: ~---------------------------

City: State: \_ Zip: \_

1. Fiscal Year End (if different than December): \_
2. Nature of Business: \_
3. If partnership, list Name, Address and Social Security Number of partners:

Name of person completing this form *(please print):* -------------------

Signature: Date: \_

Phone Number: \_

*Please complete and return with permit application.*

The Village of Amanda income tax will be administered through a collection agency RITA (Regional Income Tax Agency). They will be collecting the income tax, taking out their administrative fees and issuing the village the remaining funds. All collections will be handled through RITA