



City of Willowick

31230 VINE STREET
WILLOWICK, OHIO 44095

BUILDING DEPARTMENT

Phone: 440-516-3000

Fax: 440-585-3776

Email: sbrennan@cityofwillowick.com

SEAN BRENNAN

Chief Housing and Zoning Inspector

**NOTE: ALL PAPERWORK DOCUMENT INFORMATION
(COMPANY NAME, ADDRESS, ETC.) MUST
CORRESPOND/MATCH WITH EACH OTHER
(APPLICATION, BOND, INSURANCE, BWC
CERTIFICATE, ETC.)**

Dear Contractor:

Please be advised that we do not accept contractor registration through the mail. The registration paperwork must be completed and brought to the Building Department to be processed.

The paperwork needed to register in our City is as follows:

- (1) A completed and notarized contractor registration application.
- (2) A completed bond form and power of attorney.
- (3) Current insurance with the City of Willowick listed as additionally insured.
- (4) A completed contractor R.I.T.A. form.
- (5) Bureau of Workers' Compensation Certificate
- (6) State License (if applicable)
- (7) The \$100.00 registration fee.

If you have any questions, please do not hesitate to call.

Sincerely,

Sean Brennan
Chief Zoning & Housing Official

SB/jkt