

**Village of Highland Hills**  
**CONTRACTOR'S REGISTRATION**

DEAR CONTRACTOR:

ENCLOSED HEREWITH YOU WILL FIND AN APPLICATION FOR REGISTRATION AND LICENSING OF CONTRACTORS FOR THE YEAR 2017.

According to Codified Ordinances of The Village of Highland Hills, you are required to:

- 1) Complete and return the enclosed **Contractor's Registration Form**.
- 2) Include your **Federal I.D. No.** or **Social Security No.**
- 3) Complete and return the enclosed **CCA-Municipal Income Tax**
- 4) Submit a **Certificate of Insurance of Liability** (\$1M), (Village of Highland Hills named as the "Additional Insured).  
\*\*A License Bond REQUIRED.\*\*
- 5) If applicable, enclose a copy of your **State License for HVAC, Electrical, Plumbing Contractors only**.
- 6) Enclose a check for the \$50.00 fee. (ANY NSF CHECK WILL BE CHARGED AN ADDITIONAL \$25.00). Please do not send cash in the mail. Cash is accepted in person.

Address the envelope to:

VILLAGE OF HIGHLAND HILLS  
ATTN: BUILDING DEPT.  
3700 NORTHFIELD ROAD, STE. 21  
HIGHLAND HILLS, OH 44122

You should also note that your license expires after **DECEMBER 31, ANNUALLY**. Again, you **MUST** be a registered contractor to do any type of work in The Village of Highland Hills.

Your cooperation is appreciated.

Thank You,

Building Department

Enclosures