

HOW TO REGISTER AS A CONTRACTOR

1. Log in using your User Name & Password or Create an Account if you do not have a login
2. Click on the Contractor Registration tab, then click Register
Check the box to agree to the terms and click Continue Application

The screenshot shows the Contractor Registration page with the following elements:

- Navigation tabs: Home, Building, Planning, Enforcement, and Contractor Registration (highlighted with a red box and a '1' in a red circle).
- Buttons: Register (highlighted with a red box and a '2' in a red circle) and Search Applications.
- Section: Online License Application
- Text: Welcome to our Online Licensing System. Using this system you can submit information, pay fees, and track the status of your application all from the convenience of your home or office, 24 hours a day.
- Text: Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.
- General Disclaimer: While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.
- Form: I have read and accepted the above terms. (highlighted with a red box and a '3' in a red circle)
- Button: Continue Application » (highlighted with a red box and a '4' in a red circle)

3. Select the appropriate contractor type that applies to you then click Continue Application

The screenshot shows the Contractor Registration page with the following elements:

- Navigation tabs: Home, Building, Planning, Enforcement, and Contractor Registration (highlighted with a dark grey box).
- Buttons: Register and Search Applications.
- Section: Select a License Record Type
- Text: Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.
- Form: Search (Search button is green)
- List of Contractor Registration types:
 - Contractor Registration (expanded)
 - Concrete Contractor Application
 - Demolition Contractor Application
 - Electrical Contractor Application
 - Engineering Contractor (ROW, Sewer, Excavation, Utility) Application
 - Fire Protection Contractor Application
 - General Contractor Application
 - Mechanical Contractor Application
 - Plumbing Contractor Application
 - Sign Contractor Application
 - Contractor Registration Renewal
- Button: Continue Application » (highlighted with a red box)

[Type here]

- If this is your first time registering please select No. If you are renewing your registration, please discontinue this process and contact the Building Department by email at buildingstandards@dublin.oh.us
- Enter your Company name and DBA name if applicable then Click Continue Application

1 Registration Details 2 Contacts 3 Review 4 Pay Fees 5 Record Issuance

Step 1: Registration Details > Registration Information * indicates a required field.

Renewal Information

RENEWAL QUESTION

Are you renewing an existing registration: Yes No

License Details

GENERAL INFORMATION

* Company Name:

Doing Business As (DBA) Name:

Save and resume later Continue Application >>

- You will need to upload your Certificate of Liability Insurance and State Certification (if applicable) The COI needs to list Dublin as the placeholder. Click Add

Step 1: Registration Details > Required Documents * indicates a required field.

Upload a copy of your current state license or pocket card for verification by the agency.

Attachment

*This section is required: Please attach a valid copy of your Commercial Liability Insurance

*Name and Address of Certificate Holder should be:

City of Dublin
5200 Emerald Parkway
Dublin, Ohio 43017

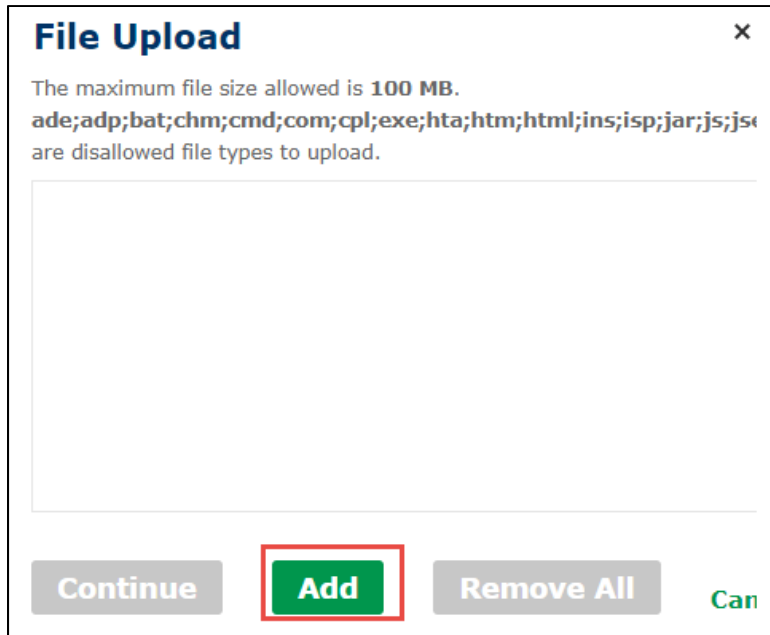
The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;s are disallowed file types to upload.
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.
Certificate of Liability Insurance

Name	Type	Size	Latest Update	Action
No records found.				

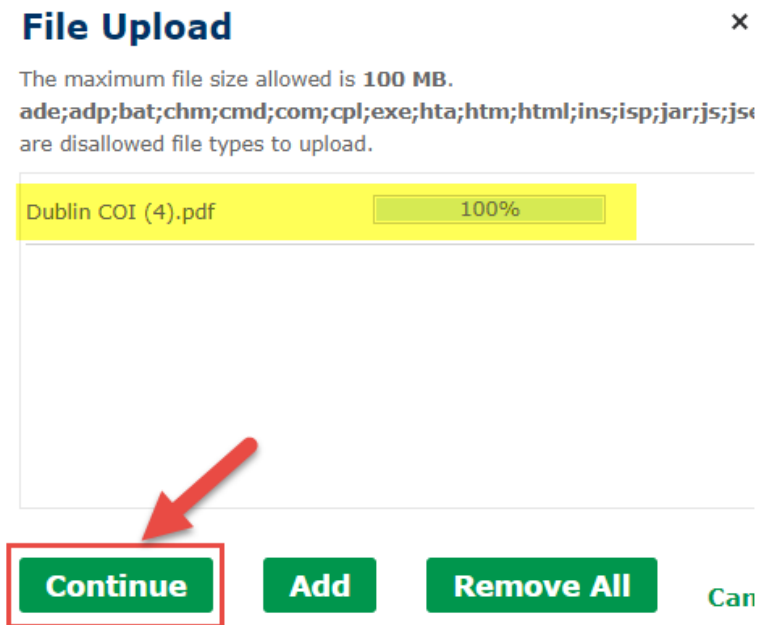
Add

[Type here]

6. Click Add again. Search your computer for the documents you are needing to upload



7. Verify that your document is in the box and click Continue



[Type here]

8. Choose the type of document you uploaded, click Save then Continue Application

The screenshot shows a document upload interface. At the top right is a green "Remove" link. Below it is a dropdown menu labeled "* Type:" with "Certificate of Liability Insurance" selected; a red circle with the number "1" is next to it. Underneath is a "File:" section showing "Dublin COI (4).pdf" and a "100%" progress bar. A "Description:" text area is below that. At the bottom left, there is a "spell check" link and three green buttons: "Save", "Add", and "Remove All"; a red circle with the number "2" is next to the "Save" button. Below these is a "Save and resume later" button. On the right side, there is a grey button labeled "Continue Application >"; a red circle with the number "3" is next to it.

9. Under Applicant – Click Select from Account then Continue Application

The screenshot shows the "Step 2: Contacts > Contact Information" section. It includes the instruction "Enter your contact information below. To save time you can use the auto-fill option to copy the information from your registration." and a note "* indicates a required field." The "Applicant" section is highlighted with a horizontal line. Below it, a red asterisk indicates "* Required at Application". There are three green buttons: "Select from Account", "Add New", and "Look Up"; a red circle with the number "1" is next to the "Select from Account" button. At the bottom left is a "Save and resume later" button, and at the bottom right is a grey button labeled "Continue Application >".

10. On the review page, make sure all information looks correct. Check the box at the bottom of the page and click Continue Application

The screenshot shows a review page with a large text area containing a certification statement: "I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application." Below this text is a checked checkbox with the text "By checking this box, I agree to the above certification." and a "Date: 01/10/2024" label. At the bottom left is a "Save and resume later" button, and at the bottom right is a grey button labeled "Continue Application >".

[Type here]

11. Click Continue Application

Step 4: Pay Fees

Listed below are the license application fees based upon the information you've entered.

Application/Renewal Fees

Fees	Qty.	Amount
CONTRACTOR REGISTRATION	1	\$75.00

TOTAL FEES: \$75.00
Note: This does not include additional fees which may be assessed later.

Continue Application »

12. Select your method of payment: Pay with Credit Card OR Pay with Bank account

Fill out the required fields

Click Submit Payment

Payment Options

Amount to be charged: \$101.00

Pay with Credit Card
 Pay with Bank Account

Credit Card Information:

* Card Type: * Card Number: * Security Code:

* Name on Card: * Exp. Date: /

Credit Card Holder Information:

Auto-fill with

Country:

* Street Address:

* City: * State: * Zip:

* Phone:

E-mail:

Submit Payment »

13. Once our office receives notice of your application, we will process it out. You will receive an email letting you know when this has been completed. Once completed, you can find your Registration Certificate by clicking on the Contractor Registration tab, clicking on your Registration number, click Record Info and choose Attachments