

NOTICE

Please be advised that anyone wishing to excavate any street and/or sidewalk within the Village of Hartville will be required to fill out a STREET OPENING APPLICATION (example attached) within 48 hours prior to beginning any work.

Failure to abide by this process will result in loss of privileges to perform work within the public ways.

Street Opening Checklist

The following materials must be provided to the Village Office prior to obtaining approval to excavate a street or sidewalk:

- Completed Street Opening Application and 2 copies of a sketch drawing.
- Completed Contractor Registration Application. (New \$60.00 / Renewal \$40.00)
- Certificate of Insurance for General Liability in the amount of \$1,000,000.00
- Surety Bond in the amount of \$10,000.00
- A deposit by certified check in the amount of \$500.00 per well and \$500.00 per pull box - refundable after a 3 month period of time and upon a satisfactory inspection of the permanent asphalt patch by the Street Superintendent or Village Engineer.

**APPLICATION FOR
STREET OPENING PERMIT**

Applicant: _____ Beginning Work On: _____
Address: _____ Completing On: _____

To Open: _____ Purpose: _____
 (Street)

NOTICE

Please submit with the application the following:

- Contractor Registration Application. (New \$60.00 / Renewal \$40.00)
- Certificate of Insurance for General Liability in the amount of \$1,000,000.00.
- Surety Bond in the amount of \$10,000.00.
- A deposit by certified check or money order in the amount of \$500.00 per well and \$500 per pull box - refundable after a 3 month period of time and upon a satisfactory inspection of the permanent asphalt patch by the Street Superintendent or Village Engineer.
- SKETCH – 2 copies, min. size 8 ½" x 11", show nearest intersection. North arrow to be indicated.

The applicant agrees to contact all utilities for any interference with previously buried pipes, conduit, wires, etc. for the proposed project as well as the necessary Village Departments. Below are a few of the contacts to be notified. (It is up to the applicant to find those not listed.)

Before You Dig 1-800-362-2764	Police Department 330-877-2500	Street Commissioner 330-877-3006
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Fire Department 330-877-2478	School Bus Dispatcher 330-877-4275
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The applicant is responsible for the replacement of any street including foundation and surface, and that it's to the satisfaction of the Street Superintendent. For driveways - indicate type of finish pavement and width of driveway.

Allow for 48-72 hours to process permit application after all information is submitted.

Call the Village Office 48 hours prior to the start of work.

Applicant Signature _____ Date _____
Authorized By _____ Date _____

VILLAGE OF HARTVILLE
202 W. MAPLE STREET, P.O. BOX 760
HARTVILLE, OH 44632
330-877-9222 FAX 330-877-9778
www.hartvilleoh.com

CONTRACTOR/SUBCONTRACTOR REGISTRATION APPLICATION

Date _____

New Registration (\$60.00) Renewal (\$40.00 - if registered the previous year)

Name _____ Phone _____

Company Name _____ Phone _____

Address _____ City/State/Zip _____

FED ID or SSN _____

TYPE OF REGISTRATION:

General - Please circle (Excavation, Foundation, Masonry, Insulation, Roofing, Drywall, Siding, Landscaping, Painting, Carpentry, Other _____) **HVAC** **Electrical** **Sewer**

Address of Project location: _____

INSURANCE INFORMATION:

Insurance Company & Agent _____

Insurance Co. Address _____ Phone _____

Expiration Date of Policy _____

Note: A current copy of Liability Insurance (\$1,000,000) naming the Village of Hartville additional insured, Surety Bond (\$10,000), and State License, (if applicable), must be submitted and kept on file in the Building Department of the Village of Hartville, or registration is void. (This is the responsibility of the Contractor.)

Do you have subcontractors? Yes No (If yes, each subcontractor must complete a Contractor Registration Form.)

Will your company be withholding local income tax from all employees on the job? Yes No
(All Businesses are required to submit copies of IRS Forms 1099-MISC to Hartville Income Tax Department within 3 ½ months after the end of the tax year.)

Please list your subcontractor information on the following page.

The Village of Hartville is an equal opportunity provider.

Village of Hartville Income Tax Department
202 W Maple St PO Box 760 Hartville OH 44632
Phone: 330-877-9222 Fax: 330-877-9778

CONTRACTOR LISTING

TYPE	SUBCONTRACTOR	FULL ADDRESS	PHONE #
EXCAVATION			
FOUNDATION			
MASONRY			
STRUCTURAL CARPENTRY			
ELECTRICAL			
PLUMBING			
HVAC			
INSULATION			
ROOFING			
DRYWALL			
FINISHING CARPENTRY			
SIDING			
LANDSCAPING			
PAINTING			
OTHER			

Village of Hartville
202 W Maple St
PO Box 760Hartville, OH 44632
Phone 330-877-9222 Fax 330-877-9778
tcooper@hartvilleoh.com

INCOME TAX DEPARTMENT

CONTRACTOR & SUBCONTRACTOR TAX INFORMATION

ANNUAL TAX RETURN FILING

The Village of Hartville has a **mandatory** Income Tax filing for a business entity, whether resident or non-resident who conducts business in the Village of Hartville. An annual return must be filed and tax paid on the net profit. If you have a net loss you are still required to file a return.

The tax rate for Hartville is 1%. The yearly filing or request for an extension deadline is April 15th. Failure to file or request an extension on or before the April 15th due date will result in a \$25.00 late filing penalty.

Tax forms can be obtained on our Website at www.hartvilleoh.com.

EMPLOYEE WITHHOLDING

Each employer within or doing business within the Village of Hartville shall deduct at the time of the payment of such salary, wage, commission or other compensation, the tax of one percent (1%) of the gross salaries, wages, commission or other compensation due by the said employer to said employee and shall on or before the 15th day of the month following the close of each calendar quarter make a return and pay to the Village of Hartville Tax Administrator the amount of taxes so deducted. Such employer shall be liable for the payment of the tax required to be deducted and withheld, whether or not such taxes have in fact been withheld.

Please complete the enclosed **CONTRACTORS AND SUB-CONTRACTORS BUSINESS REGISTRATION FORM** and return by mail, fax or email within 10 business days.

Your cooperation is greatly appreciated. If you have any questions, please contact the income tax department.

Tanya Cooper
Income Tax Clerk
tcooper@hartvilleoh.com

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Village of Hartville
202 W Maple St
PO Box 760
Hartville, OH 44632
Phone 330-877-9222 Fax 330-877-9778
tcooper@hartvilleoh.com

**Income Tax Department
Contractor and Sub-Contractor Business Registration**

To enable the Village of Hartville Income Tax Department to establish accurate records, please answer all questions by typing or print plainly and return to the Village Hall by mail, fax or email.

ACCT # (to be assigned upon receipt)

Business Name: _____

Business Address: _____

Phone #: _____ Tax ID/S.S. #: _____

Job Name & Location: _____

Date Job Started: _____ Estimated Length of Job in days: _____ (mandatory)

Please check one: annual year-end filing forms are not necessary, use a professional tax service
 send pre-printed annual year-end filing forms to:

Please check one: pre-printed withholding forms are not necessary, use in-house software system
 use a third party Payroll Company – Name: _____
 send pre-printed withholding forms to: _____

The Village of Hartville imposes an income tax at the rate of one percent (1%) on all earned income, including net profits attributable to Hartville. All employers, contractors, sub-contractors, or others who have one or more employees are required to withhold 1% of all employees' gross wages and submit this amount to the Village of Hartville.

The information hereby submitted is true and correct

Signed _____ Date _____