

Contractor Registration Application:

All contractors/subcontractors must submit an application for contractor registration. All registrations run from January 1st to December 31st each year.

Initial Application: \$60.00

Annual Renewal: \$40.00 (if registered the previous year)

With an additional fee of:

Sewer Builder License: \$25.00

Sewer Hook-up

It is required that the inspector be given personal notice **at least 24 hours** in advance of the time of inspection and the hook-up must be visible to that the inspector can be certain that all provisions of Ordinance 1-12.25 are provided for.

This has been requested by the Board of Public Affairs.

The following must be returned with the application for approval: Certificate of Liability (\$1,000,000.00) listing the Village of Hartville as the Certificate Holder, along with the Surety Bond (\$10,000.00).

All paperwork will be submitted to the: Village of Hartville
202 W. Maple Street
Hartville, Ohio 44632

Please note that the Village Office hours are Monday, Tuesday, Wednesday, and Fridays 8 a.m. to 5:00 p.m. with the exceptions of Thursday, the office is opened from 8 a.m. to Noon.

**APPLICATION FOR LICENSE AS A SEWER BUILDER
HARTVILLE, OH**

Date: _____, 20 ____

To the Village Mayor:

I, the undersigned, hereby make application for a license as a Sewer Builder in the Village of Hartville, Ohio, to do the work of making connections with public sewers, drains and laterals therein, and constructing special sanitary sewers. I represent that I have had _____ years of experience in the above work and that I believe myself to be qualified in every way to be licensed to do the work aforesaid.

I agree, in the event I receive such license, to file a bond in the sum of Ten Thousand Dollars (\$10,000.00) to the approval of the Mayor, conditioned as provided in Ordinances currently effective, pertinent to sewers of the Village of Hartville, Ohio.

Applicant

Address

City and State

Phone

References for experience, qualifications and ability:

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 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, HVAC Electrical Sewer
Masonry, Insulation, Roofing, Drywall, Siding,
Landscaping, Painting, Carpentry, Other _____)

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.

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 760 Hartville, 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

The Village of Hartville is an equal opportunity provider.

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 _____

VILLAGE OF HARTVILLE
STARK COUNTY, OHIO
ORDINANCE NO. 1-12.10

ORDINANCE NO. 1-12.10, amending and replacing Ordinance No.1-08.19, providing for sanitary sewer connection charges for premises served by the Village's Sanitary Sewer Treatment System.

BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF HARTVILLE, STARK COUNTY, OHIO:

Section 1. Findings and Determinations.

- (a) Ordinance No. 1-08.19 ("Ordinance") provides a fixed rate for connection to the Village's sanitary sewer treatment system ("SSTS").
- (b) It is in the best interest of the Village to amend and replace said Ordinance to establish, effective as of the date of this ordinance, the required connection fees to be charged for connection ("tap-in" or "hook-up") to the SSTS, which are competitive and reasonably priced in comparison to neighboring municipalities.
- (c) All formal actions of this Council relating to the enactment of this Ordinance were taken in an open meeting of this Council and that all deliberations of this Council and of any of its committees that resulted in those formal actions were in meetings open to the public in compliance with the law, including Section 121.22, Ohio Revised Code.

Section 2. Connection Fees for Residential Property. The connection fees to be charged for residential connection to the SSTS are as follows:

<u>TYPE OF USE</u>	<u>CONNECTION FEE</u>
Single Family Residence	\$2,500
Condominium	\$2,500 per unit
Multi-Family Residence	\$2,500 per unit

Section 3. Connection Fees for Non-Residential Property. The connection fees to be charged for non-residential connection to the SSTS are as follows:

<u>TYPE OF USE</u>	<u>CONNECTION FEE</u>
Non-residential	\$2,500 per unit

Section 4. Prepayment of Connection Fees. Said connection fees shall be paid in full prior to connection to the SSTS. The applicant shall have eighteen (18) months, from the date of the payment of the connection fee, to connect to the SSTS at the then applicable connection fee. Should the applicant not connect to the SSTS during this eighteen (18) month period, then the applicant's connection fee will be subject to the then applicable connection fee.

Section 5. Repeal of Prior Ordinances. Ordinance No. 1-08.09 and any other Ordinance in conflict with this ordinance, with the exception of Ordinance 1-08.15 (Woodland Annexation Project) are hereby repealed, effective immediately upon the passage of this ordinance.

Section 6. Effective Date. Provided that this Ordinance receives the affirmative vote of two-thirds of the members elected or appointed to council, it will take effect and be in force immediately upon its passage; otherwise, it will take effect and be in full force at the earliest period allowed by law.

DATED: March 6, 2012


Richard A. Currie, Mayor

ATTEST:


Scott K. Varney, Village Fiscal Officer

SEWER PERMIT & APPLICATION FEE

904.10

SEWER PERMITS

1. There shall be three (3) classes of building sewer permits:
 - a. Residential service;
 - b. Storm drainage service, and
 - c. Commercial and industrial service.

2. The Owner or his agent shall make application on a special form furnished by the Village. The permit application shall be considered pertinent in the judgment of the Village Engineer. A permit and inspection fee of Fifty Dollars (\$50.00) for commercial, Twenty Dollars (\$20.00) for residential and Fifty Dollars (\$50.00) for industrial building sewer permit fees shall be paid to the Village when the application for each required permit is made.

VILLAGE OF HARTVILLE
904.10(A)

RESIDENTIAL BUILDING SEWER P.T.I. APPLICATION

The undersigned, being the _____ of the property located at _____
(Owner, Owner's Agent) (House/Lot Number)

on the _____ side of _____
(north, south, east, west) (Street Name)

Does hereby request a permit to install and connect a building sewer to serve the residence at said location.

1. The following indicated fixtures will be connected to the proposed building sewer.

<u>Number</u>	<u>Fixture</u>	<u>Number</u>	<u>Fixture</u>	<u>Number</u>	<u>Fixture</u>
_____	Kitchen sinks	_____	Water closets	_____	Showers
_____	Lavatories	_____	Urinals	_____	Garbage Grinders
_____	Laundry tubs	_____	Bath tubs		

Specify other fixtures: _____

2. The number of persons who reside in the home _____.
3. The name and address of the person or firm who will perform the proposed work is _____.
Has the bonding and license required for sewer workers been secured from the Village? ____ Yes ____ No
4. Plans and Specifications for the proposed building sewer are attached hereto as Exhibit "A".
5. In consideration of the granting of this P.T.I., the undersigned agrees:
- a. To accept and abide by all provisions of the sewer use and Industrial Pretreatment Code and other applicable ordinances.
 - b. To maintain the building sewer at no expense to the Village.
 - c. To accept and abide by the conditions of this permit.
 - d. To notify the Village when the building sewer is ready for inspection and the connection to the public sewer is completed. The sewer conduit shall remain exposed until inspected and approved. Only approved sections shall be backfilled.

Does the applicant have existing indebtedness to the Village? ____ Yes ____ No

Date: _____ Signed: _____
(Applicant)

(Address)

The Village of Hartville is an equal opportunity provider.

Applicant approved and permit to install issued:

Permit No. _____

Date: _____

Signed: _____
(BPA)

Date: _____

Signed: _____
(Fiscal Officer)

Installation Approved:

Date: _____

Signed: _____
(Sewer Inspector)

**EXHIBIT A
RESIDENTIAL BUILDING SEWER P.T.I.
(EXAMPLE)**

PROPERTY OWNER _____ LOT NO. _____

ADDRESS: _____ ALLOTMENT NAME _____

