

CONTRACTOR/HOME IMPROVEMENT

Checklist

- The Ohio Department of Commerce is the governing agency to the **Ohio Construction Industry Licensing Board (OCILB)**. The OCILB issues licenses for the purpose of commercial construction. The licenses are for five specific trades: electrical; heating and air conditioning (HVAC); refrigeration; plumbing and hydronic.
- For further information, contact OCILB at **(614) 644-2223** or visit their website: <http://www.com.ohio.gov/dico/>. For all questions regarding residential and general construction not included in the five trades listed above please contact your local building department.
- Board of Building Standards: Ohio Building Code** can be found in **Ohio Revised Code Section 4101:1**. The Ohio Revised Code can be found in your local library or on-line at <http://codes.ohio.gov/oac/4101%3A1>.
- The **International Code Council** provides general information on codes and standards, government relations, training, certification and licensing and public safety for contractors around the country. There are special benefits for individuals who chose to pay a membership fee. Contact ICC, Central Regional Office at **(888) 422-7233** to request a copy of the **Ohio Basic Building Code**. Information is available on-line at <http://www.iccsafe.org/>.
- Contractors must have *Workers' Compensation Insurance* for their employees. If, as the primary contractor, you decide to hire an independent contractor or a subcontractor, make sure they have workers' compensation insurance for their employees. Otherwise, if any employee suffers a work-related injury, that employee can file suit against you, the independent contractor or the subcontractor. For more information or forms, contact the **Ohio Bureau of Workers' Compensation at (800) 644-6292**. Information is also available on-line at <https://info.bwc.ohio.gov/home>.
- Contractors and home remodelers do not collect sales tax on their work. But, they do pay sales tax on the supplies they purchase. Some contractors find it's easier to use a **DIRECT PAY PERMIT** when buying taxable supplies. The direct pay permit allows them to buy the items without paying the tax at the time of purchase. All of that tax is gathered together and paid on a monthly basis. Direct pay permits are issued by a mutual written agreement between the applicant and the Ohio Department of Taxation. For more information, contact the **Ohio Department of Taxation at (888) 405-4039 for Business Tax Assistance; (888) 405-4089 for Tax Registration; or (800) 282-1782 for the Forms Request Line**. Information is also on-line at <http://www.tax.ohio.gov>.
- Contact the **Ohio Environmental Protection Agency (EPA)** for information about the proper disposal of hazardous and solid waste. The EPA can be reached at **(614) 644-3020 for General Inquiries, or (800) 329-7518 for Office of Compliance Assistance and Pollution Prevention**. The Ohio EPA is also on-line at <https://epa.ohio.gov/>.

For more help, contact your local Small Business Development Center (SBDC) at www.ohiosbdc.net. Also, remember to check Federal, State and local government agencies. This checklist is about state requirements. Funded in part through a grant with the U.S. Small Business Administration.



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- Home remodeling and home improvement businesses should be aware of consumers' rights under Ohio's laws. Attached is home improvement information from the **Ohio Attorney General's Office**. If you have questions, contact the Attorney General's Office at **(877)-244-0515** or **(614) 466-4320**. Information is also available on-line at www.ohioattorneygeneral.gov.
- Anyone in the business of working on private water systems in Ohio must register with the **Ohio Department of Health** as a *Private Water Systems Contractor*. Private water systems are regulated by the **Ohio Department of Health (ODH)** under Sections **3701.344 to 3701.347 of the Ohio Revised Code (ORC) and Chapter 3701-28 of the Ohio Administrative Code (OAC)**. For Information contact the Private Water Systems Program at (614) 644-7558. Information is available on-line at <http://www.odh.ohio.gov>.
- North American Board of Certified Energy Practitioners** certifies individuals as solar electric installers. Contact NABCEP, the national certification organization for professional installers in the field of renewable energy at **(800) 654-0021**. Information is available on-line at <http://www.nabcep.org/>.
- For information on bonding/insurance, please contact your personal insurance agent.
- More information on contractor licensing can be found in **Ohio Revised Code Section 4740**. The Ohio Revised Code can be found in your local library or on-line at <http://codes.ohio.gov/orc>.

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