

# ***VILLAGE OF LEETONIA***

300 E. Main St. Leetonia, OH 44431  
Phone: (330) 427-6721 (104) Fax: (330) 427-8088

## **OFFICE OF ZONING & BUILDING REGULATIONS**

**Zoning/Building Commissioner**

**Monday 8:00am-10:00am/Wednesday 3:00pm-5:00pm**

**Meeting can also be made by appointment**

To: Owner/Operator

Ref: Registration Requirements

As of January 20, 1999, The Village of Leetonia has adopted an Ordinance that shall require all Artisan Type Contractors and Sub Contractors to be registered with the Village.

The following items are to be submitted to the Zoning Department prior to the commencement of any work.

1. Submission and approval of a written application. (on Web Site)
2. Payment of the fifty dollar (\$50.00) registration fee. The renewal fee is twenty-five dollars (\$25.00) is paid within ninety (60) days of the expiration date. Checks should be made payable to the Village of Leetonia.
3. Forms from the Leetonia Village Income Tax Department shall be submitted.
4. A Certificate of Insurance Liability shall be provided to the Zoning Officer at the time of application. (Can be faxed to 330 427-8088 by your insurance company.)

The Registration Fee shall be doubled if any work has begun on a job site prior to the completion of the above items (1-4).

This information can be mailed to:

Village of Leetonia  
Attn: Zoning  
330 E. Main St.  
Leetonia, Ohio 44431

Should you have any questions or concerns please call my office at the above noted number.

The Zoning Department  
Village of Leetonia

## Renewal Application Form

If you would like, or need to keep an active file within this department, please take a moment to complete this brief questionnaire, and return it to the above address, along with a \$50.00 first time fee or a \$25.00 renewal fee if you are within the 60 day requirement as stated on page 1.

Owner's Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Web Site: \_\_\_\_\_

Please include a copy of your insurance, if there have been any changes or if this is a first time registration.

If the application for renewal is not renewed within 60 days of the expiration date, the account will be closed and if a need arises to reopen it, the fee for renewal will be \$50.00, and all information will have to be re-submitted.

Payment of \_\_\_\_\_ via (check, cash) \_\_\_\_\_

Valid Period \_\_\_\_\_