CONTRACTING COMPANY NAME CHANGE REQUEST & GUIDELINES

Per Ohio Revised Code § 4740.07(D)(1), (F) and (H):

- When a contractor ceases to be associated with a contracting company, the contractor shall immediately submit a company name change request form.
- "No individual who assigns a license to a contracting company shall assign a license for the same type of contracting to another contracting company until ninety days after the individual ceases to be associated with the contracting company to which the individual had assigned a license."
- "No license assigned under this section shall be assigned to more than one contracting company at a time."

A license must be associated to an approved contracting company or be placed into inactive status or escrow

Please provide the following for review of the company name change

Completed and Signed Company Name Change Form

$25.00 Company Name Change Fee

Dated and Signed on Company Letter Head - A Letter of Release from employed assigned company

- **The transfer will be 90 days period from date form is received if LOR is not submitted at time of receipt**

Proof contracting company performs work associated with trade

- **i.e. permits, website, legal documents**

Payroll records showing individual is on company payroll as a W2 employee.

- **License holder must be either an owner, partner or employee with proof of assigned company**
- **1099 is independent contractor and will not be accepted**
- **A board member or stakeholder of a company will not be accepted**
- **Payroll records can be requested at any future date and must be presented at time of request**

After Verification takes place through IRS for W4 & I-9, and the company is verified as a contracting company, the license will be sent out revealing the License Holder and the Contracting Company.

Verification can take place at any time during the year to ensure the individual remains employed by the company.

Proof of new Liability insurance of a minimum of $500,000.00

- **Certificate Holder on Insurance listed as followed:**

Ohio Construction Industry Licensing Board
6606 Tussing Rd
Reynoldsburg, OH 43068

CONTRACTING COMPANY NAME CHANGE REQUEST & GUIDELINES

License# _____ Trade you wish to change: ☐ EL ☐ HV ☐ HY ☐ PL ☐ RE

Your full name & address _____

E-mail _____ Contact phone# _____

OLD CONTRACTING COMPANY INFORMATION

Company name currently listed on your license_____

Company full address_____

Owner's Name: _____ Company phone# _____

Why is this change being requested? _____

NEW CONTRACTING COMPANY INFORMATION

Company name you are reassigning license to_____County:_____

Company full address_____

Owner's Name _____Company phone# _____

Employment Start Date: _____

Position/Title (circle one): Owner ☐ Employee ☐ Partner ☐

Checklist:

- ☐ **Name Change Form**
- ☐ **$25.00 Company Name Change Fee**
- ☐ **Dated and Signed Letter of Release from employed company (Will be 90 days period if LOR is not submitted)**
- ☐ **Proof contracting company performs work associated with trade (permits, website, legal documents)**
- ☐ **Payroll documents including W4 and I-9 that will be verified by IRS.**
- ☐ **Liability Insurance of a minimum of $500,000.00 with OCILB listed as Certificate Holder**

Check # _____ Amount: _____

CC#_____ Exp _____/_____ CVV_____

Mail To: OCILB
6606 Tussing Rd
Reynoldsburg, OH 43068

Email To:
OCILB@com.ohio.gov

SIGNATURE _____ DATE: _____