

Instructions for the City of Cincinnati Online Submission of a Street Contractor License Application

This is a step-by-step instruction manual for submitting an online application to become a licensed street contractor in the City of Cincinnati, Department of Transportation and Engineering.

This license application is for the Department of Transportation and Engineering ONLY. Our license allows a contractor to work in the right-of-way (i.e., public property), examples being sidewalk replacement, curb cuts, etc. Any work concerning private property needs to go through Buildings & Inspections (B&I) which has their own licensing program and requirements.

DOTe requires a \$10,000 surety bond in case work done in the right-of-way by a contractor needs to be corrected. The City is using a new bond form with the online application. You can go to the link below to download the new bond form or you can access it here: [Microsoft Word - 00276931.DOCX \(cincinnati-oh.gov\)](#)

DOTe will only accept a surety bond if attached to a full license application through the link provided below.

Licenses are good from April 1st until the following March 31st. ***ALL LICENSES EXPIRE MARCH 31ST REGARDLESS OF BOND DATES OR WHEN THEY WERE ISSUED.*** **All companies must apply and be approved on a yearly basis** for a street contractor license to be granted any right-of-way permits.

Multiple methods of payment are available. An online pay link will be included in the confirmation email sent after the application is submitted; however, is not required to be used. You can also call and pay with a credit card over the phone or come in our office with cash, check, or credit card.

Certificates will not be mailed out. You will be able to print out your license number from an email sent from the portal after your application is approved by both the Law Department and DOTe.

The link to get to the application on the online portal is:

<https://cincinnati.opencounter.com/permits/street-contractor-license>

After your first submission, an account will be created. You will use this account for all future applications. Emails are user ids so be aware there may be issues if an individual employee's email is used.

If errors are made in your application, including the bond form, but the application was already submitted, **do not submit a new application unless told to do so by the DOTe representative.** DOTe may be able edit the application or upload a corrected bond form. Once submitted, applications are unable to be deleted.

The following is the application step by step:

1)

FEE SCOPING ^

Did you have a license last year? * ?

Yes

No

This question determines your fee. Renewals are \$105, new licenses are \$145, and half year licenses are \$75. Licenses are deemed renewals if the company was licensed the previous year. If a company skips a year or more or has never been licensed with DOTE, the license is considered new and will require the new license fee. Half year licenses start October 1st; any and all licenses applied for and granted from October 1st through March 31st are considered half year and cost \$75.

2)

APPLICANT INFORMATION ^

Company name *

DBA (if applicable) ?

Company representative name and title authorized to apply for license * ?

Company (principal) street address *

This is the basic company information. It is the same information that goes on the bond form under "Principal". **THE COMPANY REPRESENTATIVE NAME AND TITLE IS REQUIRED AND MUST MATCH THE SIGNATURE ON THE BOND FORM.** Any bonds where this is missing and/or doesn't match will be rejected.

3)

ⓘ We use the information in the section below as direct communications for reminders or any issues or problems with the applications.

Principal company contact person *

Title of principal company contact person *

Phone number of principal company contact person *

Email of principal company contact person * ⓘ

This information needs to be the person the company wants the DOTE representative to contact specifically for licensing, contact including but not limited to reminder emails to renew a license or advise of a problem with a submitted license application. This can be anyone in the company that the company authorizes to do so. If this information changes throughout the year, DOTE needs to be advised to update its records to ensure reminder emails are sent to the correct person. It is the company's responsibility to maintain the correct contact information.

4)

SURETY COMPANY

Name of Surety *

Street address of Surety *

City, State, Zipcode *

Surety's Bond Number *

Surety phone number

This needs to be information on the company issuing the bond, ex. West Bend Mutual or The Cincinnati Insurance Company. It is not for information on the local agent/agency. It is the same information that goes on the bond form under "Surety". The Bond Number must match the Bond Number listed on the signed bond form.

5)

○ INSURANCE AGENT (SURETY'S AGENT) ^

Name of agent *

Company *

Address of agent *

Phone number of agent *

Email address of agent *

This information should be whichever local agent/agency was used to purchase the bond.

6)

PERSONS AUTHORIZED TO OBTAIN PERMITS ^

Is everyone from your company authorized to obtain permit? *


Yes

No

This question authorizes specific employees to get **permits to do work in the right-of-way**. If “yes” is chosen, then all employees are assumed allowed to apply for a permit. Choosing “no” gives you the option to list individual employees.

7)

UPLOADS ^


 Download and Complete

Right-click the link below to download the Bond Certificate Form. Once completed, you can upload it below.

[Download the Bond Certificate Form](#)

Upload completed and signed bond form. Both the applicant and surety's agent must sign this attachment. *

No file selected.

Upload Power of Attorney * 

No file selected.

The bond form has been modified from 2023, and the form downloaded from the online application must be used for all future license applications. **No other previous bond forms will be allowed.** Please do not upload photos of the bond paperwork in place of scanned copies. They are difficult to read. It could slow down your application process or lead to outright rejection. Please reach out to the DOTE representative if you are having difficulty with the uploads.

The bond form requirements are still the same as when hard copies were submitted. The Law Department will only approve a pdf of a valid bond form with a valid POA attached. Bond form instructions are at the end of this document.

8)

CERTIFICATION ^

Effective April 1, 2018, a valid Trackway Access Authorization will be required for all permits issued by DOTE to perform work in the public right-of-way anywhere on the Cincinnati Streetcar route. This requirement is established in the Streetcar ROW Manual.

In order to obtain a Trackway Access Authorization, all Permittees will be required to have at least one responsible person on the jobsite who possesses a valid rail safety badge from Transdev, the company contracted to operate the streetcar. Effective April 1, 2018, this will be strictly enforced for all work activities as specified in the Streetcar ROW Manual even if they have no direct impact on streetcar operations. This includes curb lane and

If your bond is cancelled while you have an active City of Cincinnati Street Contractor License, you will have 30 days from the date of the cancellation notice to produce a new bond to us. After this time frame, any bond re-submittals will be charged the current renewal rate. No permits will be issued unless the bond is current and any or all necessary fees have been paid. Also, please be advised that becoming licensed gives you the ability to obtain a DOTE permit. Individual permits still need to be applied for.

A separate DOTE bond and license is still a requirement for any work in the right-of-way even if you have submitted a similar bond to the City's Buildings and

This is the same language that was on all the previous bond paperwork advising on work around the street car routes and bond cancellations.

The admin only fields are for the DOTE representative. Applicants are not to put any information in this area.

Bond Form Instructions:

The bond form attached to the online application needs to be filled out the same way as in previous years.

The dates on the bond form can be no older than six months before the day of submission (example: a bond signed/dated in February but not submitted to DOTE until October will be rejected). Contractors must submit a new form with more recent dates if they submit one older than six months.

Additionally, the bond form and the notary form cannot be post-dated so that they are dated in the future and after the date the application and bond and notary forms are submitted.

Page 1:

Principal: the company applying for the license.

Name and Title of person authorized to apply for license must be filled out.

The name must match the signature on page 2.

Surety: the company issuing the bond, not the local agent.

As used in this Bond, the following terms have the following meanings:

“Principal” means:

(Name of Street Contractor Licensee)

(Street Address)

(City, State, Postal Code)

(Additional Contact Information for Notices, if applicable)

(Name and title of person authorized to apply for license)

“Surety” means:

(Name of Surety)

(Street Address)

(City, State, Postal Code)

(Additional Contact Information for Notices, if applicable)

Page 2:

Principal: _____
(Signature) (Printed Name and Title) (Date)

Surety: _____
(Signature) (Printed Name) (Date)

Surety's Bond Number: _____

All of this is required. The signature of the principal MUST match the name on the 1st page. The title must also be included.

POA:

The POA is issued by the insurance company as a separate form.

The name of the person who signs as the surety representative must match the name on the POA.

The dates on the POA and the 2nd page of the bond form must also match.

NOTE encourages feedback reference this process. Please reach out and advise if there is any way we can improve or clarify it in any way.

Updated for 2024