

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 bond form is updated by the City each year and must be submitted with an online application. You can go to the link below to download the new bond form or you can access it here: <https://www.cincinnati-oh.gov/dote/permits-licenses/>

DOTe will only accept a surety bond if attached to a full license application. Applications can be submitted on OpenCounter 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 to be granted any right-of-way permits.

Multiple methods of payment are available. An online payment link will be included in the confirmation email sent after the application is submitted; however, it is not required to be used. You can also pay with a credit card over the phone or come to 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 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 has already been submitted, **do not submit a new application unless told to do so by the DOTe representative.** DOTe may be able to edit the application or upload a corrected bond form. Once submitted, applications are unable to be deleted.

The following are the application step-by-step instructions:

1)

○ FEE SCOPING ^

Did you have a license last year? * ?

Yes

No

This question determines your license 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; 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 (principal) street address *


City *

State *

Zip Code *

This is the basic company information. It is the same information that goes on the bond form under “Principal.”


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, 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)

Does your company want to be included on a list of residential sidewalk contracting? *

Yes

No

Does your company want to be included on a list for dumpster rentals? *

Yes

No

This section is asking if you would like your company to be included on the list of contractors available for the public to contact regarding residential sidewalk contracting or dumpster rentals. This is not required and you may select to be included on one, both, or neither list. The list is available on the DOTE website.

5)

A screenshot of a mobile application form titled "SURETY COMPANY". The form contains the following fields:

- Name of Surety *
- Street address of Surety *
- City, State, Zipcode *
- Surety's Bond Number *
- Surety phone number

This section needs to include 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.

6)

A screenshot of a mobile application form titled "INSURANCE AGENT (SURETY'S AGENT)". The form contains the following fields:

- Name of agent *
- Company *
- Address of agent *
- Phone number of agent *
- Email address of agent *

The email address field contains the placeholder text "username@email.com".

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

7)

PERSONS AUTHORIZED TO OBTAIN PERMITS

Is everyone from your company authorized to obtain permit? *

Yes

No

Name of person authorized

Name of person authorized

[Remove](#)

[+ Add another](#)

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” allows you to add individual employees that are authorized to apply for permits. If “No” is selected, then only those employees listed as authorized will be allowed to apply for a permit.

8)

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](#)

Do not upload photos. Paperwork must be scanned documents and legible to read.

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

[Choose File](#) No file selected.

Upload Power of Attorney * ?

[Choose File](#) No file selected.

The bond form has been modified from 2024, 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.

Both the completed bond form and POA must be submitted with the application. Bond form instructions are at the end of this document.

9)

The screenshot shows a form titled "PAYMENT INFORMATION" with a back arrow on the left and an up arrow on the right. Below the title is the instruction "Select your payment method: *". There are three radio button options, each with a label and a description below it:

- Credit Card**
Via link provided or phone
- Check**
Mail-in or drop-off
- Cash**
In-person only

Selecting the preferred payment method allows the DOTE representative to know how they should expect to receive payment for the license fees.

Credit card payments can be made online through the link provided in the confirmation email sent once the application has been submitted. Credit card payments can also be made over the phone or in person in the office. (Only VISA or MasterCard are accepted for phone payments).

If paying by check, payments can be made in the office or mailed to 801 Plum St., Suite 425, Cincinnati, OH 45202. Checks should be made out to *City of Cincinnati Treasurer*.

Cash payments are in person only.

10)

The screenshot shows a form titled "CERTIFICATION" with a back arrow on the left and an up arrow on the right. It contains two text blocks, each preceded by an unchecked checkbox:

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...

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 sub-l...

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

Bond Form Instructions:

The bond form attached to the online application needs to be filled out the same way as in previous years. Be sure the correct bond form is being used. A good way to determine the correct bond form is to look at the **“License Term”** to ensure the dates are for the correct years.

“License Term” means the later of April 1, 2025, or the date the City approves the license through March 31, 2026.

The signature dates on the bond form can be no older than **30 days** before the day of submission (example: a bond signed/dated in April but not submitted to DOTE until June will be rejected). Contractors must submit a new form with more recent dates if they submit one older than 30 days.

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

Page 1:

“Principal:” the company applying for the license.

“Principal” means:	_____
	(Name of Street Contractor Licensee)

	(Street Address)

	(City, State, Postal Code)

	(NAME and TITLE of person authorized to apply for this license) (REQUIRED)

	(Additional Contact Information for Notices, if applicable)

The Name and Title of person authorized to apply for license must be filled out. The name listed here must match the signature, name and title on page 2 of the bond form.

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

“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 these sections are required. The signature, name and title of the principal MUST match the name on the 1st page exactly.

The date of the Surety signature must match the date of the POA.

The signature dates on the bond form can be no older than 30 days before the day of application submission. Contractors must submit a new form with more recent dates if they submit one older than 30 days.

POA:

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

The name of the person who signs as the surety representative on the bond form must match the name listed on the POA. The dates on the POA and the Surety signature on the 2nd page of the bond form must also match.

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