



Department of Commerce

Division of Industrial Compliance

John R. Kasich, Governor
Jacqueline T. Williams, Director

INACTIVE STATUS REQUEST FORM (ESCROW)

In accordance with Section 4101:16-1-13 of the Ohio Administrative Code, and pursuant to Chapter 4740 of the Ohio Revised Code, an individual holding a valid and current License may request that the license be placed in inactive status upon the following conditions:

- The individual notifies the Ohio Construction Industry Licensing Board (OCILB) on this form.
- The license holder shall be prohibited from engaging in the particular trade for which the license is held. If any individual engages in contracting in the trade while in inactive status, that individual's license may be suspended or revoked by the appropriate section of the board.
- The individual must return the active license to OCILB
- The license may remain in inactive status (escrowed) indefinitely.
- The \$60 renewal fee shall be submitted each year. However, continuing education hours and proof of contractor liability insurance is not required while in inactive status.
- In the event you want to re-activate your license, you are required to take any continuing education that you did not take while your license was in escrow (not to exceed 30 hours) prior to re-activation. You will also be required to submit updated proof of contractor liability insurance in the minimum amount of \$500,000.
- If you choose to re-activate your license outside of your renewal period, you are required to pay a \$60 re-activation fee. If you re-activate the license during your renewal period, you pay only the \$60 renewal fee. (Your renewal period is considered the period of time from when you are invoiced for the renewal of your license up through the expiration date of your license. Anytime outside of that timeframe will not be considered your renewal period.)
- **If your license is assigned to a Contracting Company, the license will not be "Inactive" for 90 days. If the company releases your license in writing, the license may be inactive immediately.**

- **NOTE: Please complete the bottom portion of this form (make a copy for the license holder) and submit to OCILB at the address above.**

Please place state license ID # _____ in **INACTIVE (Escrow) Status.**

You must specify the trade: ELECTRICAL, HVAC, HYDRONICS, PLUMBING, REFRIGERATION
Circle all that apply

Email address: _____ Phone: _____

Signature

Date

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