



Department of Commerce

Division of Industrial Compliance

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

THINGS YOU SHOULD KNOW ABOUT YOUR LICENSE

License Information

- This license is for commercial contractors in the five specialty trades (Electrical, HVAC, Refrigeration, Plumbing and Hydronics). H.B. 434 also allows local Building Departments to require this license for residential at their level.
- This is a License. It is non-transferable to someone else. You obtained this license based on your qualifications.
- You cannot use your license to pull permits for your unlicensed competitors.
- If you use your license to pull a permit, you must be the contractor in charge of the project and be readily available to meet with OCILB investigators. All tradespeople working under your license must be employed by your company, be on your payroll, and receive a W2, or they may be hired from a nationally recognized temporary agency.
- If you pay your help, or sub work out to any of the five specialty trades by a 1099, then they are designated as independent contractors and they must also be state licensed.
- Your license can only be assigned to one company name (**NO DBA'S**).
- Your license number must be displayed on all advertisements, i.e., vehicle, business cards, letterhead, telephone directory ad, internet ads, newspaper ads, etc. (If your company name is not on your vehicle, then it is not an advertisement and does not have to be displayed).
- If you leave the company your license is assigned to, you must wait 90 days from the date OCILB is notified in writing to reassign your license to another company. Please note, the reassignment does not start when you leave the company. It starts the date OCILB is notified in writing. Or, if you obtain a letter from the previous company releasing you of the 90 days, you may reassign your license immediately.
- If your license has been expired more than one year, you must start over and apply to the appropriate section to take the test.

(over)

- Always keep us informed of an address change to make sure renewal notices and licenses are sent to the proper address. When possible, provide us with an email address. That is a quick and easy way for us to contact you if there is a problem with your license.
- Your license is processed and mailed within two days of receipt of your renewal notice. If you do not receive your license within a few days, please contact us.

Escrow License

- You may place your license in “Inactive Status” (Escrow) if you are still current and within your renewal period. You may remain in escrow indefinitely. While in escrow, you do not need to take continuing education every year or maintain liability insurance. However, you must pay the \$60 renewal fee each year.
- To come out of escrow and be active, you must take up to 24 hours continuing education and show proof of liability insurance.

Renewals

- If you do not submit your renewal form and renewal fee by your expiration date, a late fee will be applied.
- You no longer are required to show Proof of liability insurance. However, it is your responsibility to maintain at least \$500,000 and your insurance may only be in one contracting company name.
- You may renew your license, change your address and email, retrieve forms and look up approved continuing education courses by visiting our website at:
<http://www.com.ohio.gov/dico/OCILB.aspx>

Reciprocity with Other States

- Ohio contractors now have reciprocity with the following states. Reciprocity is only offered to those who have taken the state recognized test. If you grandfathered in, you are not eligible to reciprocate.

West Virginia – Electrical

Kentucky – Electrical, HVAC and Refrigeration

North Carolina – Electrical

South Carolina – Electrical, HVAC and Plumbing

Louisiana – Electrical, HVAC, Refrigeration and Hydronics

Tennessee – Electrical, HVAC, Refrigeration, Plumbing and Hydronics