



# City of Celina

Celina Income Tax Department  
225 N. Main St., Celina, OH 45822  
Phone: 419-586-2594 Fax: 419-586-2577  
E-mail: celinatax@bright.net

## Project Information & Contact List

Name of Project: \_\_\_\_\_

*Use project title as exactly on award letter or contract*

Name of Land Owner: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner Phone: \_\_\_\_\_

**An explanation of deviations to *Subcontractor List* must be provided. If a subcontractor is added or replaced explain why in the provided "Comments" area. Return this form by mail, fax or e-mail at the address above.**

Prime Contractor: \_\_\_\_\_

Ohio Contractor Registration #: \_\_\_\_\_

Federal ID #: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Office Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Project Manager: \_\_\_\_\_

Project Manager E-mail Address: \_\_\_\_\_

Superintendent: \_\_\_\_\_

Superintendent E-mail Address: \_\_\_\_\_

Superintendent Cell Phone #: \_\_\_\_\_

Site Phone #: \_\_\_\_\_

Primary Emergency Contact: \_\_\_\_\_

Secondary Emergency Contact: \_\_\_\_\_

(Not required if Primary is answered 24 hours) \_\_\_\_\_

List additional names and e-mail addresses of those in your company (that were not listed on the Subcontractor List)

Name & Title \_\_\_\_\_ Email \_\_\_\_\_

Name & Title \_\_\_\_\_ Email \_\_\_\_\_

Name & Title \_\_\_\_\_ Email \_\_\_\_\_

Name & Title \_\_\_\_\_ Email \_\_\_\_\_

Name & Title \_\_\_\_\_ Email \_\_\_\_\_

- Do not follow-up with hard copy by mail.
- If you do not intend to use any subcontractors, check here:

Meeting Folder: \_\_/\_\_/\_\_

**Subcontractor:**

Section & Description:

Ohio Contractor Registration #:

Federal ID #:

Street Address:

City, State, Zip:

Office Phone #:

Fax #:

Emergency Contact:

Primary Contact & Title

Type of work:

- Excavation/Grading
- Wrecking-Demolition
- Roofing-Siding-Sheet Metal
- Fire Protection
- Plumbing
- Electrical-Telecommunications

- Site Utilities
- Concrete
- Windows/curtainwall
- Elevator (other)
- Electrical
- Material Supplier only

- Landscaping
- Steel/Metals
- Flooring
- HVAC
- Electrical-Fire Alarm

- Paving
- Carpentry/Millwork
- Painting
- HVAC - Hydronic

**Subcontractor:**

Section & Description:

Ohio Contractor Registration #:

Federal ID #:

Street Address:

City, State, Zip:

Office Phone #:

Fax #:

Emergency Contact:

Primary Contact & Title

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**Subcontractor:**

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- Elevator (other)
- Electrical
- Material Supplier only

- Lanscaping
- Steel/Metals
- Flooring
- HVAC
- Electrical-Fire Alarm

- Paving
- Carpentry/Millwork
- Painting
- HVAC - Hydronic

**Subcontractor:**

\_\_\_\_\_

Section & Description:

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Ohio Contractor Registration #:

\_\_\_\_\_

Federal ID #:

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City, State, Zip:

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Office Phone #:

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Fax #:

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Emergency Contact:

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Primary Contact & Title

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Federal ID #:

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Street Address:

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City, State, Zip:

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Office Phone #:

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Fax #:

\_\_\_\_\_

Emergency Contact:

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Primary Contact & Title

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Comments: