



Ohio Administrative Code

Rule 4101:16-2-04 Issuance of licenses to successful applicants.

Effective: May 13, 2022

(A) After an appropriate specialty section approves the results of the examinations pursuant to rule 4101:16-2-03 of the Administrative Code, the section shall, within thirty days of the date of examination, authorize the administrative section to issue a license to each individual that passed the examination.

(B) The administrative section, upon receipt of the following, may issue a license to each designated and authorized applicant:

(1) Authorization from the appropriate specialty section to issue a license pursuant to paragraph (A) of this rule;

(2) The appropriate fee pursuant to rule 4101:16-2-09 of the Administrative Code;

(3) Certification by the applicant that the required insurance is maintained pursuant to rule 4101:16-2-09 of the Administrative Code; and

(4) A completed criminal records check performed pursuant to rule 4101:16-2-02 of the Administrative Code. The issuance of a license by the administrative section is contingent upon the Ohio construction industry licensing board having determined, in its discretion, whether the result of the criminal records check makes the applicant ineligible for a license.

(C) The license issued to an applicant that successfully passed the examination shall contain the following information:

(1) Date of expiration of the license;

(2) Signatures of the chairperson of the administrative section and secretary of the board;



- (3) A license number assigned only to the licensee;
- (4) The name of the licensee and the position of the licensee at the company to which the license is assigned;
- (5) The name of the contracting company to which the license is assigned; and
- (6) The type of specialty license.