



Procedure for obtaining a Toledo Home Improvement & Remodeling Contractors License

Step 1: Take the PRO I.C.C. Prep Class – **July 28, 2010**
5:00 pm – 10:00 pm
(Recommended but not required)

Cost: \$200.00 – Includes the 2006 Code Book

*****Code books are available for purchase at the PRO office for \$100.00**

Step 2: Obtain an I.C.C. Completed Certificate for Building Contractor C
Website: www.iccsafe.org/contractor for general information
To schedule an exam call Pearson Vue at 1-877-234-6082
Exam Code is 616, Jurisdiction is Ohio
Cost: \$100.00
Exam location is 1789 Indian Wood Circle, Metro Woods Bldg, Ste 120,
Maumee, Ohio

Step 3: After obtaining your I.C.C. Certificate you must register with the City of Toledo (One Government Center, Suite 1600) to take the “City of Toledo” test.

Step 4: Go to: www.Toledo.oh.gov to download an application for the City of Toledo exam. On the left hand side of the web page, click on “City Departments”. Under “Neighborhoods” click on “Division of Building Inspection”. Scroll down and click on “Licensing Procedures”. Then click on “Home Remodeler’s Application”.

Step 5: Turn in completed application to the City of Toledo ONE MONTH PRIOR TO EXAM DATE. **EXAM DATE IS October 16, 2010**
(the city gives the test two times a year, Oct and April)

Cost: \$200.00 to register (\$175.00 will be refunded if the Board of Controls determines that you do not meet their qualifications).

Step 6: The City of Toledo will notify you that you have been approved for test.

Step 7: Take the PRO City of Toledo Prep Class (Recommended but not required).
Date: **** HAS NOT YET BEEN SCHEDULED**, PRO office, 5:00 pm – 10:00 pm
Cost: \$135.00 (Includes Chapter 11 & 13 book).

Feel free to contact the PRO office with any questions: 419-471-0101.

Both Prep courses are free to PRO members; members will have to purchase books & other materials.