



## Procedure for obtaining a Toledo Home Improvement & Remodeling Contractors License

Step 1: Take the PRO I.C.C. Prep Class - **January 27, 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 if you do not take the prep class**

Step 2: Obtain an I.C.C. Completed Certificate for Building Contractor C  
Website: [www.iccsafe.org/contractor](http://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](http://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. **TENTATIVE EXAM DATE IS APRIL 17, 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.