



**Instruction Sheet  
for Hazardous Chemicals:  
Right-to-Know Code Registration**

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Phone: (216) 664-2264

Hours of Operation  
8:00 a.m. to 4:30 p.m. Weekdays

[DALLicenses@clevelandohio.gov](mailto:DALLicenses@clevelandohio.gov)

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**Before completing and submitting your application to our office, please read all materials and information included. If you have any questions, please call our office at (216) 664-2264 before you apply.**

A Hazardous Chemicals: Right-To-Know Code Registration is required for any business that manufactures, uses, or stores hazardous or toxic chemicals in the workplace.

This is an annual registration that expires on March 1<sup>st</sup>.

As the registrant, you are expected to be completely familiar with the requirements of City of Cleveland Codified Ordinance Chapter §393, Hazardous Chemicals: Right-to-Know Code Registration.

**WARNING: Knowingly making a false or fraudulent application for a license constitutes grounds for denial, suspension, or revocation.**

**City of Cleveland employees may not provide legal advice to the public. The information provided below is for informational purposes only and is not legal advice. For questions regarding the application of a city ordinance or regulation, you should consult an attorney regarding your specific situation.**

**You May Apply for This License In-Person, By Mail, or Online**

**In-Person:**

1. Gather all supporting documentation that must be submitted along with the application (see *What to bring or submit to the Division of Assessments & Licenses Section* below).
2. Complete the application in its entirety (print legibly using blue or black ink) and have it notarized.
3. Visit our office located at the address in the top right-hand corner between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday.
4. Bring the correct fee as listed below. Acceptable forms of payment are money orders, checks, debit/credit cards, and cash.

**Online:**

1. Gather all supporting documentation that must be submitted along with the application (see *What to bring or submit to the Division of Assessments & Licenses Section* below).
2. Go to <https://ca.permitcleveland.org/public/Default.aspx>, and follow the online instructions included in this packet.
3. Be prepared to submit the correct fee as listed below. Acceptable forms of payment are electronic check and debit/credit cards.

**By Mail:**

1. Gather all supporting documentation that must be submitted along with the application (see *What to bring or submit to the Division of Assessments & Licenses Section* below).
2. Make copies of all documentation.
3. Complete the application in its entirety (print legibly using blue or black ink) and have it notarized.
4. Mail the completed application, supporting documentation, and the correct fee as listed below to the address in the top right hand corner. Acceptable forms of payment for mailed applications are money orders and checks. (DO NOT SEND CASH OR CREDIT CARD INFORMATION THROUGH THE MAIL).



CITY OF CLEVELAND  
Mayor Justin M. Bibb

**Instruction Sheet  
for Hazardous Chemicals:  
Right-to-Know Code Registration**

**City of Cleveland**  
Division of Assessments & Licenses  
601 Lakeside Avenue, Room 122  
Cleveland, Ohio 44114

Phone: (216) 664-2264

Hours of Operation  
8:00 a.m. to 4:30 p.m. Weekdays

[DALLicenses@clevelandohio.gov](mailto:DALLicenses@clevelandohio.gov)

**What to Bring or Submit to the Division of Assessments and Licenses**

1. Completed, signed, and notarized application.
2. A list of all hazardous or toxic chemicals manufactured, used, or stored in the workplace.
3. Fees are as listed below. Fees are payable by cash, check, or credit card. Fees are non-refundable. Make checks payable to the City of Cleveland.

0 – 100,000 sq.ft. ≤10 employees	\$65.00
0 – 100,000 sq.ft. >10 employees	\$200.00
100,001 – 400,000 sq.ft	\$350.00
400,001 sq.ft and over	\$550.00

**If your company's aggregate toxic or hazardous chemical total is less than 25 gallons or 250 pounds and there are no highly hazardous chemicals present, the fee is \$65.00.**

**For questions regarding the list of all hazardous or toxic chemicals, please contact the Cleveland Division of Fire at (216) 664-6368.**



CITY OF CLEVELAND  
Mayor Justin M. Bibb

## Hazardous Chemicals: Right-to-Know Code Registration Application

**City of Cleveland**  
Division of Assessments & Licenses  
601 Lakeside Avenue, Room 122  
Cleveland, Ohio 44114

Phone: (216) 664-2264

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### SECTION A - BUSINESS / APPLICANT INFORMATION

Date:		Ward Number:	
Name:			
Address:			
City:		State:	Zip:
Telephone #:		Email:	
Number of Employees:			

### SECTION B - INCORPORATION INFORMATION

Name:	
State of Incorporation:	Federal ID #:

### SECTION C - BUSINESS HAZARDOUS CHEMICALS CONTACT

Name:	Title:
Telephone:	Email:

<input type="checkbox"/>	<b>CHEMICAL LOCATOR LIST ATTACHED (REQUIRED)</b>
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### SECTION D - FEES

<input type="checkbox"/>	0 – 100,000 sq.ft. ≤ 10 employees \$65.00	<input type="checkbox"/>	0 – 100,000 sq.ft. >10 employees \$200.00
<input type="checkbox"/>	100,001 – 400,000 sq.ft \$350.00	<input type="checkbox"/>	400,001 sq.ft and over \$550.00

**PLEASE NOTE:** If your company's aggregate toxic or hazardous chemicals are less than 25 gallons or 250 pounds, and there are no highly hazardous chemicals the fee is \$65.00

The business/applicant acknowledges that he/she has received and understands the Right-to-Know Code described in Codified Ordinance Chapter §393 and that they have, to the best of their knowledge and ability, complied with all of its provisions.

State of \_\_\_\_\_  
County of, \_\_\_\_\_ ss:

\_\_\_\_\_, being first duly sworn, deposes and states that he/she is the individual making the foregoing application for registration; that the answers to the foregoing questions and other statements contained therein are true of his/her own knowledge and belief.

Sworn to before me, and subscribed in my presence, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Notary Public