

Trade's Contractor's License Application Packet

**REQUIRED DOCUMENTS MUST BE SUBMITTED IN ONE PACKET.
APPLICATIONS WILL NOT BE PROCESSED WITHOUT ALL REQUIRED DOCUMENTS.**

I. Please see the Arkansas City Municipal Code Chapter 14 Sections 14-195-14-197 for further details.

- a. https://library.municode.com/ks/arkansas_city/codes/code_of_ordinances

II. CONTRACTORS SUBJECT TO LICENSURE:

- a. All licenses shall expire on December 31 of even-numbered years
- b. Establishing the contractor is qualified through one of the following means:
- Providing proof of passing by at least 75 percent the test designated by K.S.A. 12-1501 et seq., or the applicable examination issued by the International Code Council. State Recognized Exams that are accepted:
 - International Code Council**
 - Block and Associates**
 - Experior**
 - Thomson/Prometric**
 - Demonstrating to the building official's satisfaction that said contractor is qualified to perform the work, as specified below, by providing an equivalent license issued by another state or municipality; or
 - Demonstrating to the building official's satisfaction that said contractor is qualified to perform the work, as specified below, including by providing proof of obtaining a bachelor's degree in engineering, architecture, construction management or construction science from an accredited university (which will qualify the contractor to obtain only one permit per license per calendar year)
- c. **Electrical, Mechanical, Plumbing Contractors** must have proof of at least one qualifying Master employed.
- CEU certificates accepted between January 1, 2021 – December 31, 2022**
 - Only applies if testing was done prior to January 1, 2021**
 - Master Tradesman Requirements:** Verification of at least two (2) years in the Journeyman classification under the direct supervision of a licensed Master Tradesman.
 - Journeyman Tradesman Requirements:** Verification of at least three (3) years in the Apprentice classification under the direct supervision of a licensed Master Tradesman.
 - Employees to be licensed cannot go in the place of a previous employee – It will be a new license fee.**

III. SURETY (LICENSE & PERMIT) BOND REQUIREMENTS: Per Municipal Code Section 14-195(b): Every electrical, plumbing, private sewage disposal, mechanical, shall furnish to the city a good and sufficient surety bond in the sum of \$4,000.00.

- Every contractor licensed with the City of Arkansas City is required to carry a bond.
- This will be obtained through your insurance company.
- The bond forms the insurance company uses is acceptable.

IV. INSURANCE REQUIREMENTS: Per Municipal Codes Section 14-195 (c): Contractors must purchase and maintain such insurance as will protect him from claims under workers compensation laws, disability benefit laws or other similar employee benefit laws. **The insurance shall be written for not less than:**

- | | |
|---|---|
| a. Electrical, Mechanical, Plumbing: | b. Private Sewage Disposal: |
| i. \$300,000 Minimum Liability Coverage | i. \$300,000 Minimum Liability Coverage |
| | ii. Verify of at least two years employed/open. |
- c. **Workman's Compensation: Section 14-195 (5):** All contractors must provide workers compensation (as required by law) and shall include contractual liability insurance. If there are no employees, the Workman's Comp Waiver is required to be signed and notarized

LICENSE APPLICATIONS WILL NOT BE PROCESSED WITHOUT THE FOLLOWING DOCUMENTS SUBMITTED TOGETHER AS ONE PACKET:

- | | | |
|--|---|---|
| <input type="checkbox"/> License Application | <input type="checkbox"/> Testing Cert./Equivalent | <input type="checkbox"/> CEU Cert. Copies |
| <input type="checkbox"/> Insurance Certificate | <input type="checkbox"/> Work Comp/Waiver | <input type="checkbox"/> Surety Bond |

Trade’s Contractor’s Continuing Education Classroom Hour Log
FOR THE TWO-YEAR REPORTING PERIOD JANUARY 1, 2021 – DECEMBER 31, 2022

CERTIFICATE HOLDER NAME: _____

AS PER CITY ORDINANCE, EACH LICENSEE IS REQUIRED TO MAINTAIN THE RECORDS USED TO SUPPORT CREDIT CLAIMED AND KEEP ATTENDANCE VERIFICATION RECORDS IN THE FORM OF COMPLETION CERTIFICATES OR OTHER DOCUMENTS SUPPORTING EVIDENCE OF ATTENDANCE AND MUST PRESENT THEM TO THE CITY OF ARKANSAS CITY UPON REQUEST. **ALL DOCUMENTS ARE REQUIRED TO LIST CLASSROOM HOURS RECEIVED.** YOU ARE REQUIRED TO KEEP THESE RECORDS FOR AT LEAST FOUR (4) YEARS. PLEASE USE THIS LOG TO TRACK CONTINUING EDUCATION HOURS EARNED. A MINIMUM OF 12 CLASSROOM HOURS ARE REQUIRED IN EACH TWO-YEAR PERIOD AND SIX (6) OF THE HOURS SHALL BE CODE RELATED.

DATES OF ACTIVITY	TITLE OF PROGRAM/DISCRPTION	NAME/LOCATION (CITY/STATE) OF SPONSORING ORGANIZATION/SCHOOL	INSTRUCTOR/SPEAKER NAME	CEU HOURS EARNED	APPROVED AS CODE EDUCATION YES/NO

TOTAL CEU HOURS CLAIMED: _____

TOTAL CODE HOURS (MIN. 6 REQUIRED): _____

TOTAL CLASSROOM HOURS (MIN. 12 REQUIRED): _____

IT IS THE RESPONSIBILITY OF THE CERTIFICATE HOLDER TO MAINTAIN A COPY OF CEU CERTIFICATES FOR YOUR RECORDS. BY SIGNING BELOW, YOU ARE CLAIMING THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

CERTIFICATE HOLDER SIGNATURE: _____

DATE: _____

APPLICATION FOR TRADE'S CONTRACTOR'S LICENSE

Check License Type:	Quantity
<input type="checkbox"/> Plumbing Contractor.....	\$200.00 _____
<input type="checkbox"/> Master Certificate.....	\$200.00 _____
<input type="checkbox"/> Journeyman Certificate	\$100.00 _____
<input type="checkbox"/> Private Sewage Disposal Contractor....	\$200.00 _____

Check License Type:	Quantity
<input type="checkbox"/> Mechanical Contractor.....	\$200.00 _____
<input type="checkbox"/> Master Certificate.....	\$200.00 _____
<input type="checkbox"/> Journeyman Certificate	\$100.00 _____
<input type="checkbox"/> Electrical Contractor	\$200.00 _____
<input type="checkbox"/> Master Certificate.....	\$200.00 _____
<input type="checkbox"/> Journeyman Certificate	\$100.00 _____

Company Name: _____ Owner Name: _____

Company Address/City/State/Zip: _____

Company Phone: _____ Email: _____

TRADES CONTRACTORS: List each name and each license type employed and working under the license being applied for.

Name: _____	<input type="checkbox"/> Master Certificate	<input type="checkbox"/> Journeyman Certificate
Name: _____	<input type="checkbox"/> Master Certificate	<input type="checkbox"/> Journeyman Certificate
Name: _____	<input type="checkbox"/> Master Certificate	<input type="checkbox"/> Journeyman Certificate
Name: _____	<input type="checkbox"/> Master Certificate	<input type="checkbox"/> Journeyman Certificate
Name: _____	<input type="checkbox"/> Master Certificate	<input type="checkbox"/> Journeyman Certificate
Name: _____	<input type="checkbox"/> Master Certificate	<input type="checkbox"/> Journeyman Certificate
Name: _____	<input type="checkbox"/> Master Certificate	<input type="checkbox"/> Journeyman Certificate

Please answer the following questions:

- Business is: Individual Sole Proprietorship Partnership Corporation
- Has any bonding company or surety, in the past five years, completed or made financial settlements upon any contract which you, or any of you, were interested? Yes (Please attach a detailed statement) No
- Have there been any lawsuits engaged in with property owners for services rendered or performed by your company in the previous three years? Yes (Please attach a detailed statement) No
- Number of years' experience in the type of work covered by the license category being applied for: _____
- Do you have working knowledge of applicable City Municipal Codes and the 2015 ICC Codes?** Yes No

PERMITTEES: List of personnel authorized to obtain permits under this license:

I UNDERSTAND THE ISSUANCE OF THE LICENSE/CERTIFICATE IS CONDITIONED UPON COMPLIANCE WITH CITY ORDINANCES AND THE RESULTS OF ANY OF PREMISES WHERE WORK WILL BE DONE OR ANY SUBSEQUENT INSPECTIONS WHILE THIS LICENSE IS IN FORCE. I WILL ALSO SUPPLY THE REQUIRED DOCUMENTATION TO THE NEIGHBORHOOD SERVICES DIVISION BEFORE MY LICENSE CAN BE ISSUED.

Print Name: _____ Signature: _____

Date: _____ Title: _____

NOTE: AN INDIVIDUAL MUST SIGN THIS APPLICATION PERSONALLY. A CO-PARTNERSHIP APPLICATION MUST BE SIGNED AND ACKNOWLEDGED BY EACH MEMBER. A CORPORATION APPLICATION MUST BE SIGNED BY AN OFFICER OF THE CORPORATION.

City of Arkansas City | Neighborhood Services Division

118 West Central Ave | PO Box 778 | Arkansas City, KS 67005

Phone: 620.441.4420 | Fax: 620.441.4403

Workman's Compensation Waiver

If the company has no employees, the following statement must be signed by the owner/operator of the company and witnessed by a Notary.

I, _____, as owner of _____, am
(Print Name) (Company Name)

not required by applicable Kansas Statutes to maintain workers compensation coverage and therefore request to be exempted from providing evidence of such coverage to the City of Arkansas City. I understand that at any time in the future I come within the coverage requirements of the Kansas Workers Compensation Act, I must provide workers compensation insurance coverage as required by the State of Kansas.

Signature

Date

State of _____)
) SS.
County of _____)

This instrument was signed or attested before me on this _____ day of _____, 20__

Notary Public Signature

My Appointment Expires

NOTE PER KANSAS NOTARY HANDBOOK:

A notary public cannot perform any notarial act if the notary has a direct financial or beneficial interest in the transaction. A notary public has a direct financial interest if the notary is named individually as a principal to the financial transaction. If the transaction involves real property, the notary has direct financial or beneficial interest if named individually as a party to the transaction (i.e., grantor, grantee, mortgagor, mortgagee, etc.). A notary public does not have any financial or beneficial interest in a transaction when the notary public acts in the capacity of an agent, employee, insurer, attorney, escrow agent, or lender for a person having a direct financial or beneficial interest (K.S.A. 53-109).