



City of Ottawa Contractor Licensing

101 S. Hickory, P.O. Box 60, Ottawa, KS 66067

Telephone (785) 229-3620

E-mail communitydevelopment@ottawaks.gov

Web Site www.ottawaks.gov

Requirements for Obtaining a Contractor Occupational License:

1. **Application:**
 - ❖ Complete all necessary application forms.
2. **Qualifications:** Each contractor applying for an occupational license must satisfy one of the following provisions:
 - ❖ **Class A, B, C General Contractors, Electricians, Plumbers, and HVAC Contractors.**
 - Obtain a certificate of competence from a nationally recognized testing institution as contemplated by K.S.A. 12-1556; 12-1508; 12-1525; 12-1541, (building and residential contractors, plumbing contractors, electrical contractors, HVAC contractors). Nationally recognized test (Experior, Block & Associates, Prometric, ICC, IAMPO) with a score of 75% or above. If testing was done prior to July 1, 1989 a score of 70% or above shall be accepted as per state statute.
 - For Class A, B, C, General Contractors Only, hold a bachelor's degree in (construction related) engineering, architecture, or construction science from an accredited college or university and provide your degree and transcripts.
 - ❖ **Class R, Roofing Contractor.**
 - The City's Chief Building Official and the Department Director, upon reviewing evidence of working in the field as a roofer may approve the issuance of an occupational license based on the following:
 - Must show proof of five (5) years of experience in said field; and,
 - Must show proof of six (6) hours of continuing education for the prior year.
 - Must have obtained a State roofing certificate and provided it to the city.
 - ❖ **Class S, Specialty Contractor (Siding, Demolition, Concrete/foundation, Framing).**
 - Must show proof of three (3) years of experience in said field.
3. **Insurance: Proof of General Liability and Workers Compensation Insurance.**
 - ❖ All contractors shall maintain general liability coverage as listed below and shall procure and maintain workers compensation insurance as required by law.
 - ❖ Such insurance policy shall be written with an insurance company licensed to do business in the State of Kansas.
 - ❖ All contractors shall provide the City of Ottawa with a certificate of insurance showing the City of Ottawa as a Certificate Holder.
 - Class A, B, C, = one million dollars (\$1 MIL) per single occurrence and finished product.
 - Class S, R, Electricians, Plumbers, & HVAC Mechanics = \$500,000 per single occurrence and finished product.
4. **A copy of a valid Drivers' License or Government Issued Photo ID of Qualified Individual.**
5. **All Occupational Licenses Expire on 12/31 of each Calendar Year.** Annual renewal fees must be paid before January 31st of the following year to avoid a \$75.00 late fee.
6. **Renewal of license:**
 - ❖ All Qualifying Individuals must complete a minimum of six (6) hours of approved continuing education per year three (3) hours which need to be code compliance in the field. If a qualified individual holds multiple licenses, an additional 3 hours of code compliant continuing education for each license will be required to renew your licenses.
7. **Testing:**
 - ❖ **Contact Information for ICC** (International Code Council) to arrange to take an exam 1-800-786-4452 or www.iccsafe.org.
 - ❖ **Contact Information for Thomson Prometric** provides exams that require sponsorship from a City, County, or State organization.



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License Types

For full definitions check the Licensing Ordinance

NO Contractor License may be Transferred or Reassigned

Class “A” General Contractor license shall entitle the holder thereof to construct, remodel, tenant finish, repair, and demolish of all structures. However, it does not entitle the licensed company to perform heating, ventilation and air conditioning mechanic, plumbing, or electrical work.

Class “B” Building Contractor license shall entitle the holder to construct, remodel, repair, and demolish all structures not exceeding three (3) stories in height. However, it does not entitle the licensed company to perform heating, ventilation and air conditioning mechanic, plumbing, or electrical work.

Class “C” Residential Contractor license shall entitle the holder to construct, remodel, repair single and two-family dwellings, accessory structures, decks and demolish single and two-family dwellings. However, it does not entitle the licensed company to perform heating, ventilation and air conditioning mechanic, plumbing, or electrical work.

Class “R” Roofing Contractor license shall entitle the holder to install, maintain, repair, replace, and remove the roof assembly of any structure, including the roof deck, vapor retarder, substrate, thermal barrier, insulation, roof coverings of all types, and do structural repairs limited to replacement of rafters and overhangs in kind. A roofing contractor must obtain the State of Kansas Roofing Certificate and submit it with application.

Class “S” Specialty Contractor:

Siding: shall entitle the holder to install vinyl, metal, wood siding, or windows.

Demolition: shall entitle the holder to demolish any building.

Concrete/foundation: shall entitle the holder to perform general concrete work, placing and erecting of steel or bars for reinforcing of mass, such as footings, basement walls, other structural building elements, pavement, flat and other concrete work.

Framing: shall entitle the holder to fabricate and install any wood product in a structure including, but not limited to rough framing, structural and nonstructural work, trusses, sheathing, paneling trim, cabinetry, doors and windows and all hardware incidental thereto. A Framing contractor may obtain a permit to construct residential decks, accessory structures, and install windows. May not contract to install, maintain, repair or alter any concrete masonry, roofing, act as a Class A, B, C general contractor, or other work not specifically mentioned above.

Items that do not require a Class S license are fences, signs, excavation/grading, landscaping, dog pens, irrigation sprinkler systems, swimming pools, and towers (cell).

Master Electrician license shall entitle the holder thereof to perform only electric services.

Journeyman Electrician license shall entitle the holder thereof to perform only electric services and under the scope of a Master Electrician.

Master Plumber license shall entitle the holder thereof to perform only plumbing services and maintenance of gas piping systems, including gas piping, appliances, vents, flues tanks, and other related appurtenances.

Journeyman Plumber license shall entitle the holder there of to perform only plumbing services and under the scope of a Master Plumber.

Master Heating, Ventilation and Air Conditioning Mechanic license shall entitle the holder thereof to perform only HVAC services.

Journeyman Heating, Ventilation and Air Conditioning Mechanic license shall entitle the holder thereof to perform only HVAC services and under the scope of a Master HVAC Mechanical.

License Fees

Class A, General Contractor Company	\$225.00
Class B, Building Contractor Company	\$210.00
Class C, Residential Contractor Company	\$190.00
Class R, Roofing Contractor Company	\$125.00
Class S, Specialty Contractor Company	\$100.00
Electrical Contractor	\$175.00
Master	\$ 20.00
Journeyman	\$ 20.00
Plumbing Contractor	\$175.00
Master	\$ 20.00
Journeyman	\$ 20.00
HVAC Mechanic Contractor	\$175.00
Master	\$ 20.00
Journeyman	\$ 20.00

License fees shall be paid without being prorated.

For contractors holding multiple classifications of license, (i.e. Electrical, Plumbing, HVAC, Class A B or C):

If a contractor carries more than one type of contractor licensing type, the first license fee is the full fee, each additional contractor licensing type will be a \$75.00 fee.



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Individual Contractor License Application

Date: _____

Fee: _____

New **Renewal**

License Type Requested (Check One) Please complete separate application for each license.

- | | | | |
|--------------------------------|-----------------------|-------------------|-----------------------|
| Class A General Contractor | Demolition Contractor | Electrical Master | Electrical Journeyman |
| Class B Building Contractor | Concrete Contractor | Plumbing Master | Plumbing Journeyman |
| Class C Residential Contractor | Framing Contractor | HVAC Master | HVAC Journeyman |
| Class R Roofing Contractor | Siding Contractor | | |

Individual Information:

Company Name you are working for

Name: (First) (Middle Initial) (Last)

Home Address City State Zip

Cell Phone Number DOB – Date of Birth (Required)

Individual's E-Mail Address

Methods of payments: Cash; Checks (Make Checks Payable to City of Ottawa); Credit Card (We accept Visa, MasterCard, & Discover), if paying by credit card, please complete the Credit Card Form, as we can't accept credit card payment by phone.

Disclaimer: I hereby certify that all information on this application is accurate. Any false statements made in this application by the applicant will result in license suspension or revocation. The applicant shall disclose, at the time of application, any current or previous contractor license held in Kansas or any other state and any disciplinary actions taken against such applicant. For full details see Section 6-803, Letter J of the Licensing Ordinance.

Signature Print Name

For multiple licensees, make copies of this form for each one to fill out.



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Worker'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. This form is only to be completed if your company has no employees.

DO NOT Sign Form prior to appearing before Notary.

I, _____, As sole owner/operator of
Name

Company Name

do not have any employees, and therefore I am requesting to be exempted from carrying worker's compensation. I understand that at any time in the future I employ another individual I must provide Worker's Compensation Insurance Coverage as required by the State of Kansas and furnish the City of Ottawa with a certificate of insurance.

Signature

Date

State of _____

County of _____

On this, _____ day of _____, 20____.

_____ personally, appeared before me,

_____ who is personally known to me,

_____ whose identity I verified on the basis of: _____

_____ whose identity I verified on the oath/affirmation of _____
a credible witness.

To be the signer of the foregoing document, and he/she acknowledged that he/she signed it.

Notary Public

(Seal)

My Commission Expire



Payment Processing Information

Company Name _____

Email: _____

This letter represents authorization to the City of Ottawa to charge the credit card listed below for all fees associated with permits and licenses issued under my company _____ (Company Name) unless other arrangements are made prior to issuance of either.

Acceptable Card Types: Visa – Master Card – Discover

Card Number # _____

Name on Card: _____

Zip Code: _____

Expiration Date: _____ 3-digit security code: _____

Phone Number: _____

Signature of Card Holder

Date: _____

I understand that receipts and permits will be emailed to the email address listed above. Should I require additional copies I will indicate that preference below. Paper copies are available in the Community Development Office at any time.

In addition, please send receipts to the following email: _____

This authorization shall be on file and the acceptable payment instrument unless revoked in writing.