

For office use only: Year: _____ License No.: _____
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**APPLICATION FOR BUILDING CONTRACTOR LICENSE
 NEW APPLICATION**

License Type Please Check One

CLASS A

CLASS B

CLASS C

PLEASE TYPE OR PRINT ALL INFORMATION

COMPANY INFORMATION

COMPANY NAME _____ EMAIL ADDRESS _____

COMPANY ADDRESS _____ (Street) _____ (City) _____ (State) _____ (Zip)

MAILING ADDRESS _____ (Street) _____ (City) _____ (State) _____ (Zip)

COMPANY PHONE _____ FAX NUMBER _____ CELL PHONE _____

PROVIDE ONE: FIN = Federal Identification Number EIN = Employer Identification Number SSN = Social Security Number

OWNERS NAME _____ OWNERS PHONE _____

INSURANCE INFORMATION

NAME OF INSURANCE COMPANY (LIABILITY) _____ AGENT'S NAME _____ AGENT'S PHONE NUMBER _____

AGENT'S ADDRESS _____ (Street) _____ (City) _____ (State) _____ (Zip)

In Accordance with Salina Code Sec. 8-195 a minimum of \$500,000 of public liability insurance is required and workers compensation maybe required by the State of Kansas.

QUALIFYING INDIVIDUAL

PLEASE PRINT NAME: _____ SIGNATURE _____ DATE _____

- The person whose name is printed above meets the definition of qualified individual who is both associated with the applicant as an owner, director, or employee and active in the building decisions of the "building contractor" in accordance with Section 8-173.
- If the originally designated qualified individual for a provisional building contractor licensee becomes no longer associated with the licensee for any reason (the "date of disassociation") the provisional building contractor license shall terminate and be of no further force or effect. The licensee shall immediately notify the city clerk in writing of the date of disassociation. The licensee shall not be allowed to substitute any other person as the designated qualified individual unless that individual is qualified in accordance with Section 8-175.1. No further permits or inspections shall be granted to the licensee from the date of disassociation until the licensee has designated a qualified individual in accordance with Section 8-173. If the licensee has not designated a qualified individual in accordance with Section 8-173 within thirty days after the date of disassociation, work on all permits previously issued to the licensee shall be suspended until the licensee has designated a qualified

individual in accordance with Section 8-173.

- The qualified individual for Class A,B,C general contractor license is required to complete 18 hours of continuing education hours of continuing education courses related to the building trades within the licensing period prior to renewal in accordance with Section 8-175.

QUALIFICATIONS (CHECK ONE) Test Degree

Please complete the appropriate section with your qualification information.

TEST INFORMATION

Date Exam Passed: _____

PLEASE ATTACH COPY OF TEST CERTIFICATE

Did you pass with a minimum of 75%? Yes No

Which **Prometric Test** did you take?

- General (A)
- Building (B)
- Residential (C)

Which **ICC (International Code Council) Test** did you take?

- General (A)
- Building (B)
- Residential (C)

DEGREE INFORMATION

Name of Accredited College or University _____

Date degree received: _____

PLEASE ATTACH COPY OF DEGREE CERTIFICATE

Which Bachelor's Degree did you receive? Please check one:

- Engineering
- Architecture
- Construction Science/Management

I hereby certify that the above information is true and correct and that I have read and understand the requirements applicable to issuance of this license. If any of the information provided on this application is found to be false or incorrect, this license may be suspended or revoked.

PRINT NAME

SIGNATURE

DATE

For Office Use Only

Date Application Approved: _____

Application Approved/Denied by _____

Date Application Denied: _____

Good through 12/31/_____

Amount Paid \$ _____ Receipt No. _____ Date: _____ Received By: _____



Building Contractor License Requirements

It is unlawful for any person to erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish any building or structure in the city, or cause the same to be done unless such person has been validly licensed with the city to perform such work.

There are three categories of license:

- (1) Class A license. Entitles the holder to contract for and to perform any act as a contractor and to obtain any required building permits, for the erection, addition to, remodeling, repair and wrecking of any structure or addition thereto.
- (2) Class B license. Entitles the holder to contract for and to perform any act as a contractor, and to obtain any required building permits limited to the erection, addition to, remodeling and wrecking of commercial buildings and single or multiple dwelling residential buildings, not exceeding three stories in height, and nonstructural remodels to commercial buildings exceeding three stories in height.
- (3) Class C license. Entitles the holder to contract for and to perform any act as a contractor, and to obtain any required building permits, limited to construction, remodeling, repair or wrecking of one- and two-family residences as governed by the International Residential Code, and buildings accessory thereto.

In order to obtain a Class A, B or C building contractors license, the applicant must be or must employ a Qualifying Party. A Qualifying Party shall meet the qualification requirement by one of the following means:

- (a.) Obtain the appropriate certificate of competence for the class of license being sought with a minimum score of 75% from a nationally-recognized testing institution as contemplated by K.S.A. 12-1556 (building and residential contractors), or the equivalent tests as administered by the International Code Council; or
- (b.) Hold a bachelor's degree in engineering, architecture, construction management or construction science from an accredited college or university;

In order to be licensed, the following requirements must also be met:

- Completion of an application form available from the City Clerk's Office
- Payment of a fee, good for three years can be found on the License Fee Schedule on the City of Salina website.
- Provide copy of Bachelor Degree Certificate or Transcript
- Provide Certificate of Insurance listing the City of Salina as the Certificate Holder with the following coverage:
 - Liability insurance - \$500,000 minimum (Per occurrence).
 - Workers Compensation, if required by state law.

To be exempted from the license requirements one of the following must apply:

- (1) A bona fide owner of a single-family dwelling being used exclusively as the owner's dwelling or the portion of a single family attached dwelling being used exclusively as the owner's dwelling, including the usual accessory buildings, need not be licensed to perform work on or to obtain any required building permits for such dwelling and any associated accessory structures provided that said owner personally purchases and installs all material used in the construction, and further provided all other portions of this chapter are adhered to. The same shall apply to a new dwelling. When a permit is issued to an owner under this exemption, the exemption shall not be granted to the owner for any other address for a period of 1 year from the date the permit was issued. This exemption shall not preclude the requirement that all paid subcontractors hired by the owner must be licensed;

- (2) For buildings and structures other than those identified in exception (1), a property owner or their designated agent may apply for and obtain a building permit provided that before such permit is issued the applicant must furnish the name and license number of the licensed building contractor who will act as the general contractor to satisfy the requirements of this Article. Should the designated contractor change during the course of construction, the owner or the owner's designated agent shall immediately notify the Building Official in writing, and the building permit shall be suspended until a new building contractor is designated by the owner or the owner's agent.
- (3) The property owner or persons who are regularly employed by the property owner, when work performed on the owner's property does not require a permit,
- (4) Persons working on any property owned by the State of Kansas or the federal government.
- (5) A skilled licensed contractor when performing any work within the scope of their license as defined in this Article.
- (6) Any person who has a currently valid mobile home craftsman license issued by the city while performing repairs or replacements to the systems located within a mobile home under the provisions of Article IV of Chapter 22;

Performing work without a proper license is a violation of the Salina City Code and may result in criminal misdemeanor charges being filed in Salina Municipal Court.

For Additional Information Contact:

**City of Salina – Department of Finance/City Clerk's Office
P.O. Box 736, Salina, KS 67402-0736
PHONE (785) 309-5735
FAX (785) 309-5738**