



**Agenda Item: Original Ordinance, Second Reading**

**Title:** Original Ordinance No. 2017, Creating Section 15.24.15 of Laramie Municipal Code regarding General Contracting Licenses. Third Reading. (Introduced by Gabriel)

**Recommended Council MOTION:**

I move that Laramie City Council **approve** Original Ordinance No. 2017, creating section 15.24.015 of Laramie Municipal Code establishing General Contractor Licensing within the City of Laramie on third and final reading and authorize the Mayor and Clerk to sign.

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**Administrative or Policy Goal:**

To establish an effective, efficient and fair General Contractor Licensing program within the City of Laramie.

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**Background:**

Proposed Ordinance 2017, creating section 15.24.015 of Laramie Municipal Code establishing general contractor licensing is intended to provide for effective, efficient and fair general contracting licensing practices. The licensing process for both the contractor and the qualified supervisor of record mirrors the existing licensing process of the trade contractors. The general contracting licensing process, if approved, would flow into existing licensing processes. The estimated budget impact for licensing general contractors is estimated to be under \$600.00 annually based on estimated supplies.

The proposed general contractor licensing process does not change the requirements related to building permits. Building permits are required for both structural and non-structural work. The requirements for permitting is set forth in both the International Building Code and International Residential Code, Section 105, 105.1 Required: "Any owner or owner's authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be performed, shall first make application to the building official and obtain the required permit." Submitting building permit applications for permitted work is required by International Building Code and International Residential Code. Every three (3) years the State of Wyoming adopts the revised International Code Series, historically the Laramie City Council follows the State of Wyoming and adopts the revised International Code Series as part of the Laramie Municipal Code, Chapter 15.

Proposed Ordinance 2017, creating section 15.24.015 license, if approved, would establish the licensing of general contractors. The proposed general contractor licensing process consists of four (4) levels of general contractor licenses with corresponding qualified supervisor of record licensing. The qualified supervisor of record would be required to prove a certain number of years of experience and the successful completion of an approved test at the level the general contractor license is being applied for. The levels of general contractor licenses and the testing of the qualified supervisor of record is similar to requirements in Cheyenne, Casper, Gillette, Sheridan, Fort Collins and Larimer County and corresponds with the International Code Council. Examples of other requirements from other jurisdictions listed, not required in this ordinance are, proof of three (3) successful completed projects, demonstration of a lawful presence in the United States, licenser history, affidavits of employment history, an additional breakdown of general contractor licenses (new building, addition, structural alteration, non-structural, interior finish), separate

framing licensing for standard wood frame, heavy timber, masonry, steel and concrete and the licensing of specialized trades such as awnings.

In researching general contracting licensing of other jurisdictions several required items were consistent.

1. A general contractor application with the entity (business) information.
2. A qualified supervisor of record or master of record with the successful completion of the International Code exam the class matching to the class level the general contractor application indicated.
3. Verification of experience, years of experience of the qualified supervisor of record or master of record.
4. Provision of liability insurance.
5. Provision of State of Wyoming Workers Compensation Certificate of Good Standing.

Proposed Ordinance 2017, creating section 15.24.015 of Laramie Municipal Code establishing General Contractor Licensing demonstrates a concerted effort to provide basic requirements, fairness and consistency in the licensing process for general contractors. These are the licensing requirements and processes that our current trade contractors adhere to, to be licensed and renew their license with the City of Laramie.

*The following amendment was approved on 1/19/21:*

“General Contractor” means any person or entity who, **for compensation**, contracts or represents to be in charge of, lead or manage any construction project by managing, directing, performing or employing individuals, including by contracting with, arranging for or supervising independent contractors or other persons not directly employed by that person or entity.

*The following amendment was approved on 2/2/21:*

The City shall issue a QSOR license to any person who fully completes an application with the City of Laramie, which application shall include at least:

1. Name and contact information for the applicant;
2. Proof of competency requirements set out in 15.24.015.G.2.
3. Agreement the QSOR will communicate with the City about any construction the QSOR is supervising within one business day after oral or written notice from the City.
- ~~4. Acknowledgement the QSOR cannot use the QSOR license for more than one General Contractor at a time.~~

*The following amendment was approved on 2/2/21:*

Directing staff to provide more clarity to the definitions. Code Administration staff would propose the following amendments to the definitions and the addition of section 15.24.015.L entitled Exemptions. Each are outlined below:

**“Construction” under this Chapter means all residential and commercial construction-related activities which require a permit under Laramie Municipal Code 15.24.000.**

**“General Contractor” means any person or entity who, for compensation, contracts to do or be in charge of, lead or manage construction as defined above.**

**“Qualified Supervisor of Record” is an individual that, is either the General Contractor license holder or an employee of the General Contractor license holder, who has met the requirements of this code at the license level held by the General Contractor and is responsible for overseeing any work in progress.**

15.24.015.L Exemptions

- 1. Homeowners performing work in their personal primary residence with their own hands; and
- 2. Property owners in charge of, leading or managing any work on their personal property.

At the time of submittal, no other proposed amendments were submitted to the Code Administration Office.

The proposed Ordinance adding Section 15.24.015 to Laramie Municipal Code establishing General Contractor Licensing within the City of Laramie is:

- 1. for licensing General Contractors in the same manner that the Trade Contractors are currently licenses.
- 2. pertinent to full and part-time general contractors, standards and code requirements are the same for both.
- 3. not affecting handymen that work in the maintenance realm on work that does not require a permit.
- 4. not changing the permitting process under Laramie Municipal Code 15.24.000.
- 5. is not requiring homeowners performing work in their personal primary residence or property owners in charge of, leading or managing any work on their personal property to be licensed as general contractors.

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**Legal/Statutory Authority:**

Proposed Ordinance adding Section 15.24.015 to Laramie Municipal Code establishing General Contractor Licensing within the City of Laramie.

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**BUDGET/FISCAL INFORMATION:**

**REVENUE**

Source	Amount	Type
Fees/Charges for Service	\$53,050.00	NEW (Projected annual renewal fees \$19,550.00)
Grants for Projects		
Loans on Project		
Other		
Total	\$53,050.00	

**Responsible Staff:**

Future dates are subject to change

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Todd Feezer, Assistant City Manager, [tfeezer@cityoflaramie.org](mailto:tfeezer@cityoflaramie.org), 721-5304

Work Session	December 8, 2020
Advertised	October 23, 2020
Public Hearing (PH) Held	November 4, 2020
PH Advertised	Click here to enter a date.
Introduction/ 1 <sup>st</sup> Reading	October 20, 2020
2 <sup>nd</sup> Reading	February 2, 2021
3 <sup>rd</sup> Reading	February 16, 2021
	Click here to enter a date.

**Attachments:**

GC Licenses Ordinance 2.2.21.proposed amended.3rd Reading, GC WORK SESSION PRESENTATION