



**APPLICATION FOR A GENERAL CONTRACTOR LICENSE**

City of Laramie Code Administration Division

P.O. Box C

Laramie, WY 82073

contractorlicensing@cityoflaramie.org

Phone: 307-721-5271 Fax: 307-721-5248

**New License**

**Renewal**

**Building Contractor License Classification:**

- Building Contractor Class A: General Contractor, commercial and residential
- Building Contractor Class B: Building Contractor, residential and non-structural commercial
- Building Contractor Class R: Residential Contractor
- Building Contractor Class C: Roofing, Siding, Egress Windows, Demo, Permitted Fencing and Sign Contractor

**Applicant:**

Business Name: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Business Telephone: \_\_\_\_\_ Business Fax Number: \_\_\_\_\_ e-mail: \_\_\_\_\_

Type of Business:  Sole Proprietor     Partnership     Corporation     LLC     Other \_\_\_\_\_

Describe the type of work that your company performs: \_\_\_\_\_

\*Acknowledgment that Trade Sub-Contractors (electrical, mechanical plumbing, fire suppression, lawn sprinkler, gas service, refrigeration, petroleum) shall be licensed with the City of Laramie and all necessary permits shall be obtained prior to work commencing. \_\_\_\_\_ initial

\*Acknowledge all Building Sub-Contractors (framing, drywall, concrete, masonry, roofers) working under the building permit of the Building Contractor shall carry general liability insurance. \_\_\_\_\_ initial

\* All permits shall be clearly visible and displayed at the job site. \_\_\_\_\_ initial

**Qualified Supervisor of Record shall be licensed with the City of Laramie:**

Supervisor: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Fax \_\_\_\_\_ e-mail: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

City of Laramie Certificate Number: \_\_\_\_\_  Pending Approval

I am the certified/qualified supervisor for this license. I agree to oversee and supervise the work undertaken by the license holder and to serve as the primary contact between the City of Laramie and the licensee.

\_\_\_\_\_  
Qualified Supervisor

\_\_\_\_\_  
Date

**Certification:**

I certify that the information in this application is complete and accurate and that I am familiar with the City of Laramie regulations pertaining to licensing and construction and agree to comply with them.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THE FOLLOWING MUST BE INCLUDED WITH YOUR COMPLETED APPLICATION:**

- State of Wyoming Worker's Compensation Certificate of Good Standing (City of Laramie-Code Administration listed as Recipient)
- Current copies of other city and/or state licenses (obtained).
- Current Certificate of Liability Insurance. (City of Laramie-Code Administration listed as Certificate Holder).
- Renewal or new license fee.

## BUILDING CONTRACTOR LICENSE APPLICATION

**\*\*All licenses run from January 1 through December 31 of each calendar year. Failure to renew by December 31 will result in the need for a new license and pay new license fee.**

Complete, sign and date the attached Contractor License Application. Note: In the Certified Supervisor section, the Master or Supervisor of record will need to sign and date. In the Certification section the applicant will need to sign and date.

It is important that you are aware of the distinction between the **license** and the **certificate of qualification**. A license holder may be an individual, business, or corporation who is responsible for the work covered by the license. The certificate of qualification holder is an individual, either the license holder or an employee, who is responsible for overseeing any work in progress and who serves as the primary contact between the City of Laramie-Code Administration Division and the license holder. Every license holder must be represented always by a person holding a current City of Laramie master or supervisor certificate of qualification.

The purpose of this concept is to ensure that a qualified individual will be providing on-site supervision during all phases of construction. As a potential license holder, you should be aware that the certificate holder's failure to provide personal supervision in accordance with the requirements outlined by the Laramie Municipal Code can be grounds for suspension of a license. You must notify the City within **ten (10)** days if the designated certificate holder leaves your employ.

### Building Contractors Levels:

- **GC-Class A:**

Apply for permits for construction, alterations or repairs of any type or size of structure. Demo work within the scope of Contractor-Class A license.

Qualified Supervisor of 7 years of experience in the construction trade, show successful completion of ICC National Standard General Building Contractor (A) exam F11 or G11.

- **GC-Class B:**

Apply of permits for construction, additions, alteration or repairs of one, two, three or four family residential buildings of two (2) stories or less, other residential buildings; including shops, garages, pole barns, storerooms, alterations or repair of other buildings not affecting the structural integrity of the building. Non-Structural tenant finish & construction of one-story commercial buildings with 2500 sq. ft. total area or less. Demo work within the scope of Contractor -Class B license.

Qualified Supervisor of 5 years of experience in the construction trade, show successful completion of the ICC National Standard General Building Contractor (B) exam F12 or G12

- **Class R:** apply for permits for construction, alterations, additions or repair of detached single-family dwellings not more than 3 stories above-grade in height with a separate means of egress and their accessory structures. Demo work within the scope of Contractor-Class R license.

Qualified Supervisor of 5 years of experience in the construction trade, show successful completion of the ICC National Standard Residential Building Contractor exam #F13 or G13.

- **Class C (Building Sub-Contractors):** Roofing, Siding, Egress Windows, Permitted Fences and Signs – Qualified Supervisor 3 years of experience in the trade.

\*Upon issuance of a license, applicants shall be familiar with all-applicable codes and ordinances and be prepared to comply with the City of Laramie Unified Development Code and 2018 International Code Series.

**\*All licensing and permitting shall be obtained prior to work commencing.**

**Contractor Fees:**

Class A:	\$500 new	\$200 renewal
Class B:	\$450 new	\$150 renewal
Class R:	\$450 new	\$150 renewal

**Qualified Supervisor Fees:**

Class A:	\$100 new	\$50 renewal
Class B:	\$100 new	\$50 renewal
Class C:	\$100 new	\$50 renewal

**Liability Insurance Requirements:**

**City of Laramie-Code Administration Division shall be listed as the Certificate Holder. The City of Laramie, Code Administration shall receive a 20-day notice in the event of cancellation of liability insurance.**

- Class A: \$1,000,000 per occurrence \$2,000,000 total aggregate
- Class B: \$ 500,000 per occurrence \$1,000,000 total aggregate
- Class R: \$ 500,000 per occurrence \$1,000,000 total aggregate
- Class C: \$ 300,000 per occurrence \$ 600,000 total aggregate

**Penalties:**

General Contractors and Qualified Supervisor that have not obtained their licenses will receive a warning with a 72- hour grace period to obtain their General Contractor license and Qualified Supervisor license. Until such licensing is completed no building permits will be issued and any work that was started without the proper licensing and permitting a Stop Work Order shall be issued until all necessary licensing and permitting has been completed and issued. A \$750.00 fine shall be assessed per day, commencing after the 72-hour grace period.

**ICC Safe:** 1-888-422-7233 <http://www.iccsafe.org/contractor>

**Pearson View Website:** 1-877-234-6082 <http://www.pearsonvue.com/icc>

**Wyoming Workers' Compensation – COGS:** 307-777-6763 <https://cogs.wyo.gov/ThirdParty.aspx>

Requirement check list.

- Contractor's Application (filled out completely)
- Certification of Qualification (filled out completely)
- Verification of Experience (filled out completely), verified by someone other than yourself, signed in front of a Notary.
- Current Copy of test "pass" for Qualified Supervisor
- Certificate of Insurance with the City of Laramie; as a Certificate holder.
- Current proof of Worker's Compensation. (State of Wyoming Workers Compensation Certificate of Good Standing with the City of Laramie listed as the Recipient)
- Payment for Contractor and Supervisor's Licenses.
- Copies of current city/state licenses.