



## City of Laramie

Building Department  
P.O. Box C  
Laramie, WY 82073

Telephone: (307) 721-5271  
Fax: (307) 721-5248

### INFORMATIONAL SHEET

**\*\*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, store rooms, 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 10,000 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
Class C:	\$300 new	\$ 75 renewal

**Qualified Supervisor Fees:**

Class A:	\$100 new	\$50 renewal
Class B:	\$100 new	\$50 renewal
Class R:	\$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.

**Code Administration, City of Laramie 307-721-5271 [contractinglicensing@cityoflaramie.org](mailto:contractinglicensing@cityoflaramie.org)**

Applications can be obtained online at [www.cityoflaramie.org](http://www.cityoflaramie.org), under Online Services, Licenses & Permits, Building Permits and Inspections, Common Licenses & Permits. GC contractor application and QSOR application

**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.