APPLICATION FOR A 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

License Classification:

☐ Electrical Contractor ☐ Gas Service Contractor ☐ Petroleum Products Piping CTR
☐ Fire Protection Contractor-Sprinkler ☐ Lawn Sprinkler Contractor ☐ Refrigeration Contractor
☐ Fire Protection Contractor -Alarms ☐ Mechanical Contractor ☐ Water Sewer Utility Contractor
☐ Fire Protection Contractor -Hoods ☐ Plumbing Contractor ☐ Water Softener 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: ____________________________________________

Do you perform any electrical, low-voltage or limited electrical work that requires a State Electrical License? ☐ Yes ☐ No

If yes, provide a copy of the license with this application.

Do you have employees that require registration with Wyoming Department of Worker’s Compensation? ☐ Yes ☐ No

Certified Master of Record:

Supervisor or Master Name: __________________________________________
Mailing Address: __________________________________________
Fax__________________________   e-mail:_______________________________________
Telephone Number: ____________________________
City of Laramie Certificate Number: ____________________________ ☐ Pending Approval

I am the certified supervisor or master 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.

__________________________________________________________________________
Supervisor or Master Signature                                  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:

☐ Worker’s Compensation Certificate of Good Standing if required   ☐ Current Certificate of Liability Insurance
☐ Current, State of Wyoming Electrical, Low-Voltage, Limited Electrical License or Letter indicating NO electrical work will be performed. ☐ Renewal or 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 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.

**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.**

**In addition to license fees, an appropriate business location, telephone number (answered during normal business hours), Certificate of Insurance with the City of Laramie listed as Certificate Holder, in the amount of $500,000.00 combined single limit coverage with the City receiving 20 days notice in the event of cancellation and proof of workers’ compensation coverage (State of Wyoming Workers Compensation Certificate of Good Standing), must be provided with your application.**

Upon issuance of a license, applicants should be familiar with all-applicable codes and ordinances and be prepared to comply with them.

<table>
<thead>
<tr>
<th>License Classification</th>
<th>New License Fee</th>
<th>Renewal Fee</th>
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</thead>
<tbody>
<tr>
<td>Water Softener Contractor</td>
<td>$150.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Fire Protection Contractor</td>
<td>$150.00</td>
<td>$20.00</td>
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<tr>
<td>Petroleum Products Piping Contractor</td>
<td>$150.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Lawn Sprinkler System</td>
<td>$150.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Electrical Contractor</td>
<td>$200.00</td>
<td>$25.00</td>
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<tr>
<td>Plumbing Contractor</td>
<td>$300.00</td>
<td>$35.00</td>
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<tr>
<td>Mechanical Contractor</td>
<td>$300.00</td>
<td>$35.00</td>
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<tr>
<td>Gas Service Contractor</td>
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<tr>
<td>Refrigeration Contractor</td>
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</tr>
<tr>
<td>Water and Sewer Utility Contractor</td>
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</tbody>
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A complete copy of contractor regulations is available from the Code Administration Office, 405 Grand Ave., Laramie, WY 82070; 307-721-5271.

- 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.
- Certificate of Insurance with the City of Laramie; Code Administration as a certificate holder.
- Current proof of Worker’s Compensation. (Certificate of Good Standing with the St of WY Workers Comp)
- Payment for Contractor and Supervisor’s Licenses.
- Copies of current city/state licenses.