



# 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:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Electrical Contractor                | <input type="checkbox"/> Gas Service Contractor    | <input type="checkbox"/> Petroleum Products Piping CTR  |
| <input type="checkbox"/> Fire Protection Contractor-Sprinkler | <input type="checkbox"/> Lawn Sprinkler Contractor | <input type="checkbox"/> Refrigeration Contractor       |
| <input type="checkbox"/> Fire Protection Contractor -Alarms   | <input type="checkbox"/> Mechanical Contractor     | <input type="checkbox"/> Water Sewer Utility Contractor |
| <input type="checkbox"/> Fire Protection Contractor -Hoods    | <input type="checkbox"/> Plumbing Contractor       | <input type="checkbox"/> 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:

- |   |   |
|---|---|
| <input type="checkbox"/> Worker's Compensation Certificate of Good Standing if required   | <input type="checkbox"/> Current Certificate of Liability Insurance |
| <input type="checkbox"/> Current, State of Wyoming Electrical, Low-Voltage, Limited Electrical License or Letter indicating NO electrical work will be performed. | <input type="checkbox"/> Renewal or new license fee                 |

## CONTRACTOR LICENSE APPLICATION

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.

<u>License Classification</u>	<u>New License Fee</u>	<u>Renewal Fee</u>
Water Softener Contractor	\$150.00	\$20.00
Fire Protection Contractor	\$150.00	\$20.00
Petroleum Products Piping Contractor	\$150.00	\$20.00
Lawn Sprinkler System	\$150.00	\$20.00
Electrical Contractor	\$200.00	\$25.00
Plumbing Contractor	\$300.00	\$35.00
Mechanical Contractor	\$300.00	\$35.00
Gas Service Contractor	\$300.00	\$35.00
Refrigeration Contractor	\$300.00	\$35.00
Water and Sewer Utility Contractor	\$300.00	\$35.00

A complete copy of contractor regulations is available from the Code Administration Office, 405 Grand Ave., Laramie, WY 82070; 307-721-5271.

- |  |  |
|--|--|
| <input type="checkbox"/> Contractor's Application (filled out completely)  | <input type="checkbox"/> Current proof of Worker's Compensation. (Certificate of Good Standing with the St of WY Workers Comp) |
| <input type="checkbox"/> Certification of Qualification (filled out completely)  | <input type="checkbox"/> Payment for Contractor and Supervisor's Licenses.   |
| <input type="checkbox"/> Verification of Experience (filled out completely), verified by someone other than yourself, signed in front of a Notary. | <input type="checkbox"/> Copies of current city/state licenses.  |
| <input type="checkbox"/> Certificate of Insurance with the City of Laramie; <b>Code Administration</b> as a certificate holder.                    |  |