

City of Hays
 Planning & Development
 1002 Vine Street
 Hays, KS 67601
 Phone 785-628-7310
 Fax 785-628-7352



Required Documents
 Completed Application
 Insurance Information
 Valid Identification
 License Fee

APPLICATION FOR TRADE CONTRACTOR'S LICENSE

***Building Trade Contractor License**

General Contractor (A) Building Contractor (B) Residential Contractor (C)

***Skilled Trade Contractor License**

<input type="checkbox"/> Plumbing	<input type="checkbox"/> **Irrigation Sprinkler
<input type="checkbox"/> Plumbing with Gas	<input type="checkbox"/> **Roofing Limited Residential
<input type="checkbox"/> Mechanical	<input type="checkbox"/> Roofing Unlimited
<input type="checkbox"/> Electrical	All Roofing Contractors requires State of Kansas Roofing Registration

Limited Trade Contractor License

<input type="checkbox"/> Excavation	<input type="checkbox"/> Sign	<input type="checkbox"/> Limited Solid Fuel Burning
<input type="checkbox"/> Demolition	<input type="checkbox"/> Foundation	<input type="checkbox"/> Limited Sheetrock
<input type="checkbox"/> Concrete	<input type="checkbox"/> House Moving	<input type="checkbox"/> Limited Siding
<input type="checkbox"/> Masonry	<input type="checkbox"/> Limited Fencing	<input type="checkbox"/> Limited Swimming Pool

* Requires proof of passing exam of 75% from Prometric or ICC.
 ** Indicates test only available through Prometric.

License renewals are due Dec 31 of every odd numbered year. **Date of Application** _____

 Company Name Email Address

 Company Address (Street) (City) (State) (Zip)

 Mailing Address (Street) (City) (State) (Zip)

 Company Phone Company Fax # Cell Phone

 Owners Name Owners Phone Number

 Person Holding Master Certificate Years of Experience in Trade

Name, address, and Phone Number of three job references associated with the respective trade being applied for along with the job description:

NAME	ADDRESS	PHONE #	JOB DESCRIPTION



I/We hereby certify that the application information is true and correct and that I/we have read and understand the requirements applicable to issuance of this license.

SIGNATURE PRINT TITLE

SIGNATURE PRINT TITLE

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20_____.

My Commission Expires _____ Notary Public _____

FOR OFFICE USE ONLY

Insurance Provider: _____

Address _____ City _____ State _____ Zip _____

Phone _____ Certificate of Liability/Occurrence _____

Certificate of Liability/Aggregate _____

Date application approved: _____ Fee Paid _____

Date application denied: _____ Insurance Received _____

Received by _____ Proof of Passing Exam _____

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CONTRACTOR'S TRADE LICENSE REQUIREMENTS

To obtain a trade contractor license in the City of Hays, Kansas, the following materials are required to be submitted to the Planning & Development office:

1. Completed Application for Designated Trade Contractor's License**
2. License Fee Payable to the City of Hays (See Fee Schedule)
3. Current Accord Certificate of Liability Insurance

**-Insurance Requirements as follows:
\$100,000.00 / Each Occurrence
\$200,000.00 / General Aggregate**

The Certificate shall state the owner's or president's name along with the Company name.

The Certificate holder would be listed as: **City of Hays
1002 Vine Street
Hays, KS 67601**

4. Proof of Passing Exam score from one of the following:
Prometric (formerly Thompson Prometric, Experior, Experior Block, Block and Associates)
ICC
IAPMO
PER KANSAS STATUTE, PASSING SCORE MUST BE MINIMUM 75%

5. Proof of employment of trade contractor having the proof of passing exam.

*** (Roofing trade contractors are required to obtain a roofing contractor registration certificate with the State of KS- Contact Kansas Attorney General's Office, Roofing Registration Unit at 800-432-2310 or <http://ag.ks.gov/in-your-corner-kansas/your-home-car/roofing>)*

6. Submit to:

Address/Fax listed above **OR**

Ashley Kinderknecht - akinderknecht@haysusa.com
Curtis Deines - cdeines@haysusa.com

CONTRACTOR LICENSE FEES

ALL LICENSES SHALL BE VALID FOR TWO YEAR TERMS BEGINNING JANUARY 1ST and ENDING DECEMBER 31ST OF EVERY ODD NUMBERED YEAR.

INSURANCE REQUIREMENTS:

\$100,000.00 MINIMUM PER OCCURRENCE

\$200,000.00 MINIMUM GENERAL AGGREGATE

NO BOND REQUIRED!

Proof of Insurance must be provided in the form of an Acord Certificate of Insurance listing the City of Hays as the Certificate holder

GENERAL CONTRACTOR

New licenses require proof of passing test*

New License Fee	\$375.00
Renewal Fee	\$250.00

(Unlimited in scope)

BUILDING CONTRACTOR

New licenses require proof of passing test*

New License Fee	\$300.00
Renewal Fee	\$200.00

(Limited to construction, remodeling or repairing commercial buildings or multi-family dwellings not exceeding 3 stories in height)

RESIDENTIAL CONTRACTOR

New licenses require proof of passing test*

New License Fee	\$225.00
Renewal Fee	\$150.00

(Limited to construction, remodeling or repairing one to four-family dwellings and accessory structures up to 2 stories in height)

ROOFING UNLIMITED CONTRACTOR

New licenses require proof of passing test*

New License Fee	\$150.00
Renewal Fee	\$100.00

ROOFING LIMITED CONTRACTOR

New licenses require proof of passing test*

New License Fee	\$ 75.00
Renewal fee	\$ 50.00

PLUMBING OR MECHANICAL CONTRACTOR

New licenses require proof of passing test**

New License Fee	\$112.50
Renewal Fee (each license)	\$ 75.00

ELECTRICAL CONTRACTOR

New licenses require proof of passing test**

New License Fee	\$225.00
Renewal Fee	\$150.00

LAWN SPRINKLER/IRRIGATION CONTRACTOR

New licenses require proof of passing test*

New License Fee	\$112.50
Renewal Fee	\$ 75.00

LIMITED CONTRACTOR***

No test required

New License Fee	\$ 75.00
Renewal Fee	\$ 50.00

* Testing through Prometric, Thomson Prometric/Exterior/Block or ICBO or ICC or IAPMO requires a passing score of 75% or better.

** Testing through Prometric, Thomson Prometric/Exterior/Block or ICBO or ICC or IAPMO requires a passing score of 75% or better. Master certification required for licensing. Not less than 12 hours of Continuing Education Courses are required for the Plumbing, Mechanical, Gas and Electrical Contractors within the two year license renewal period (6 CEU's to be code related). Education hours in excess of 12 hours will not carry over from one license renewal period to another. Each trade requires 12 hours minimum (i.e. A contractor with a plumbing AND mechanical license must obtain a minimum 24 hours of CEU's every 2 years)

***Includes siding, masonry, plastering, excavation, waterproofing, foundation work, sign hanging, cement work, house wrecking or moving, etc.

Proof of Employment

Date _____

Employee

I _____ am employed with _____ holding
the _____ exam.

Date of Employment _____

Number of Years of Experience _____

Provide Proof of Passing Exam

Employee

Signature of Employee (Please sign before Notary)

Employer

Our Company _____ have employed
Name of Company

_____, holding the _____ passing exam.
Employee Name

Employer: _____
Name of Company

Signature of owner of Company (Please sign Before Notary)

State of _____, County of _____

Signed before me, a notary public, known to me to be the same persons signed
above this _____ day of _____, _____

Notary Seal _____