



City of Paola

Application for Contractor License

Company Name: _____

License Holder Name: _____

Company Address: _____

City / State / Zip: _____

Business Phone: _____

Alternate Phone: _____

Email: _____

Type of Work: _____

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Please select one contractor classification per application. If licensing as a roofing contractor (S6) you must submit proof of successfully completing the registration requirements pursuant to the Kansas roofing registration act.

<input type="checkbox"/> Class A	<input type="checkbox"/> S3 – Fire Protection / Alarms
<input type="checkbox"/> Class B	<input type="checkbox"/> S4 – Foundation / Flatwork
<input type="checkbox"/> Class C	<input type="checkbox"/> S5 – Non-Specialist (<i>Provisional Only</i>)
<input type="checkbox"/> Class D (<i>Accessory Structures Only</i>)	<input type="checkbox"/> S6 – Roofing (<i>attach Kansas certification</i>)
<input type="checkbox"/> Master Electrician	<input type="checkbox"/> S7 – Siding / Windows / Framing
<input type="checkbox"/> Master Mechanical	<input type="checkbox"/> S8 – Sign
<input type="checkbox"/> Master Plumber	<input type="checkbox"/> S9 – Site Utility
<input type="checkbox"/> S1 - Elevator	<input type="checkbox"/> S10 – Towers
<input type="checkbox"/> S2 – Excavation / Landscaping / Pools	

*Other Cities/Counties you possess a license:

Applicant understands that the City of Paola, Kansas has adopted the 2018 Edition of the IBC, IRC, IMC, IPC, IFGC, IWUIC, IECC, IPSDC, ICCPC, ICCEC, IFC, and the 2017 Edition of the NEC. The applicant further agrees to comply with these requirements and all other applicable Local, State, and Federal regulations. A certificate of insurance is required to be submitted with all applications for contractor licenses. Applicants for Class A, B, C, Master Electrician, Master Mechanical, Master Plumber, and Roofing shall submit certification test results or state certifications. By signing below, I acknowledge all information provided above to be true and correct to the best of my knowledge.

Signature: _____

Date: _____

OFFICE USE ONLY:
Contractor License #:

Application for Contractor License

LICENSE AND REGISTRATION FEES

Pursuant to Article 4 of the Code of the City of Paola, Kansas

General Contractor (Class A, B, C or D)	\$150.00
Master Electrician	\$150.00
Master Mechanical	\$150.00
Master Plumber	\$150.00
Class S – Special Trades	\$100.00

All current year contractor licenses expire on December 31st. Submit license renewals prior to January 31st of the following year for a \$25 credit.

Please submit a separate application for each contractor license.

All contractors must complete 8 hours of continuing education annually. For Mechanical, Electrical and Plumbing contractors at least 4 of the 8 hours of training should be directly related to their trade. Special Trades contractors may submit factory training as CEUs.

For each additional license holder in the same license classification, a fee of \$50 will apply. An application form and all applicable documentation shall be submitted.

For contractors holding multiple classifications of licenses, the first shall be at the full license amount with additional licenses for the same licensee being \$50 per license.

When insurance coverage expires, the license shall be considered to expire by limitation. The license will not be reinstated until an original Certificate of Insurance as required by Article 4 of the Code of the City of Paola, Kansas has been submitted and a reinstatement fee in accordance with Table 4-411 is paid.

Any construction permits that the license holder possesses shall be considered to be null and void when the holder of the license or one of the designated contractors on the construction project authorized by a construction permit has an expired license or when insurance coverage has lapsed.

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CONTRACTOR LICENSING REQUIREMENTS

CLASS 'A' GENERAL CONTRACTOR: Entitles the license holder to build, remodel, repair, move or demolish any structure without limitation of use, type of construction, height or area.

CLASS 'B' GENERAL CONTRACTOR: Entitles the license holder to build, remodel, repair, move or demolish all structures not exceeding three stories in height. It also entitles the license holder to perform non-structural remodeling, tenant finish, repairs, and demolition of any structure.

Submittal requirements for Class A and B General Contractors:

1. Application
2. \$150 application fee (\$125 prior to January 31st of the renewal year)
3. Proof passing ICC (or similar) contractor exam or a Bachelor's Degree in Engineering, Architecture, or Construction Science from an accredited college or university
4. Proof of required Continuing Education Units
5. Original certificate of general liability insurance in the amount of **\$2,000,000** with City of Paola as a certificate holder

CLASS 'C' GENERAL CONTRACTOR: Entitles the license holder to build, remodel, repair, move or demolish single family or duplex residences and buildings accessory thereto.

CLASS 'D' GENERAL CONTRACTOR: Entitles the license holder to build, remodel, repair, move or demolish detached agricultural buildings, detached residential accessory buildings, residential swimming pools and minor ancillary structures associated with single family dwellings.

Submittal requirements for Class C and D General Contractors:

1. Application
2. \$150 application fee (\$125 prior to January 31st of the renewal year)
3. Proof passing ICC (or similar) contractor exam or a Bachelor's Degree in Engineering, Architecture, or Construction Science from an accredited college or university
4. Proof of required Continuing Education Units
5. Original certificate of general liability insurance in the amount of **\$1,000,000** with City of Paola as a certificate holder

MECHANICAL CONTRACTOR: Entitles the license holder to perform mechanical contractor services.

ELECTRICAL CONTRACTOR: Entitles the license holder to perform electrical contractor services.

PLUMBING CONTRACTOR: Entitles the license holder to perform plumbing contractor services

Submittal requirements for Mechanical, Electrical and Plumbing Contractors:

1. Application
2. \$150 application fee (\$125 prior to January 31st of the renewal year)
3. Proof passing ICC (or similar) contractor exam or a Bachelor's Degree in Engineering, Architecture, or Construction Science from an accredited college or university
4. Proof of required Continuing Education Units
5. Original certificate of general liability insurance in the amount of **\$1,000,000** with City of Paola as a certificate holder

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CLASS 'S' SPECIAL TRADES CONTRACTOR: Entitles the license holder to act as either the primary contractor or a subcontractor in one of the following trades:

S1 – ELEVATORS: Entitles license holder to install, repair and replace elevators.

S2 – EXCAVATION AND LANDSCAPE: Entitles the holder thereof to contract for and to perform excavation and/or landscape design and installation.

S3 – FIRE PROTECTION: Entitles the license holder to install, maintain, repair, service, test and inspect fire alarms, automatic sprinkler, special suppression systems and standpipe systems for all structures. This includes all spray and deluge, carbon dioxide, foam, dry chemical and inert gas systems and all related lines, tanks, fire control systems and appurtenances to any of the foregoing. Contractor is responsible for training and oversight of all tradesmen in employment as well as the means, method and manner of the fire protection installation including construction, improvement, renovation, repair and maintenance on a project.

S4 – FOUNDATION & FLATWORK: Entitles the holder thereof to contract for and to install, repair and replace building foundations and/or concrete flatwork.

S5 – NON-SPECIALIST (RENEWAL ONLY): This license type has been discontinued and is only available for renewal by current S5 license holders.

S6 – ROOFING: Entitles license holder to install, repair and replace roof coverings. Work may include roof deck and roof deck insulation, roof coating, painting, covering and may include use of sheet metal and installation of other sheet metal products incidental to roofing work or other material in connection therewith or any combination thereof. ****Kansas Roofing Registration Required****

S7 – SIDING/WINDOWS/FRAMING: Entitles license holder to install, repair and replace siding and/or windows and/or framing for projects.

S8 – SIGN: Entitles license holder to install, repair or maintain outdoors advertising signage. If electrical wiring is associated with signage work, a licensed electrical contractor is required to perform such work.

S9 – SITE UTILITY: Entitles license holder to install, repair and replace water service piping, conduit and conductors for electrical service laterals and underground gas piping on residential or agricultural property.

S10 – TOWERS: Entitles the holder thereof to contract for and perform erection of towers for utilities and communications.

Submittal requirements for Class S Special Trades Contractors:

1. Application
2. \$100 application fee (\$75 prior to January 31st of the renewal year)
3. Proof of factory training or Continuing Education Units
4. Original certificate of general liability insurance in the amount of **\$1,000,000** with City of Paola as a certificate holder.