

## **GENERAL CONTRACTOR LICENSE APPLICATION CLASS A, B, C, D-FRAMING, & D-CONCRETE**

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Contractor applicants shall be licensed by meeting the required years of work experience (page 2) and by satisfying one or more of the following provisions:

- a. Obtain a certificate of competence from a nationally-recognized testing institution as contemplated by K.S.A. 12-1556 (building and residential contractors); or
- b. Hold a bachelor's degree in engineering, architecture, or construction science from an accredited college or university.
- c. Reciprocity-To the extent that other jurisdictions or states which provide for the licensing of general contractors provide for similar action, the Neighborhood Resources Department Director may grant licenses of the same or equivalent classification to general contractors licensed by other municipalities or states, without written examination, upon satisfactory proof furnished to the Director that the qualifications of such applicants are equal to the qualifications of holders of similar licenses in the City of Lawrence.

### **ITEMS REQUIRED FOR APPLICATION SUBMITAL :**

- **Annual License Fee** – Each license is \$200.00 and \$135.00 for each additional qualifying party. If applicant holds a contractors license with Johnson County, upon proof of license annual fee will be \$65 and \$135 for each additional qualifying party. Fees are non-refundable.
- **Completed Application Form** pages 4-11.
- **Proof of General Liability and Workmen's Compensation Insurance** – Every contractor except a contractor who has an "inactive license" shall keep in force a policy of general liability insurance, including completed operations coverage. Such insurance policy shall be written with an insurance company licensed to do business in the State of Kansas. Class A, B, and C contractors shall maintain general liability coverage in the amount of not less than \$1,000,000 per occurrence single limit for bodily injury and property damage. Class D contractors shall maintain general liability coverage in an amount not less than \$500,000 per occurrence single limit for bodily injury and property damage. In addition, every such contractor shall procure and maintain workmen's compensation insurance as required by law. A contractor, at the time of licensing, shall provide the City of Lawrence Neighborhood Resources Department with an original certificate of insurance verifying the insurance coverage required. See page 3 for insurance verification requirements.
- **Disclosure** – The contractor-applicant shall disclose, at the time of application, any current or previous contractor license(s) held in Kansas or any other state and any disciplinary actions taken against such contractor-applicant. If the contractor-applicant is employed by/or a principle of a

- firm, the applicant shall disclose whether the firm or the firm's employees or principals have had any contractor-applicant disciplinary action taken against them in Kansas or any other state. No license shall be issued to any contractor-applicant who has had a license suspended or revoked for disciplinary reasons, or who has surrendered a license during any disciplinary proceeding or investigation, within the immediately preceding five years. Any contractor-applicant denied a license under the provision of this section may appeal such denial to the CLB.

## LICENSE DESCRIPTIONS:

A Class A through Class D license **shall not** entitle the license holder to perform HVAC services, plumbing services, or electrical services.

### **Class A General Contractor**

A Class A License shall entitle the holder thereof to construct, remodel, repair, demolish any structure and perform work described as Class D, Building Specialties. Qualifying parties who hold a Class B, Building Contractor license and have at least **ten (10) years of experience** working as a Building Contractor shall be eligible for examination for certification as a Class A, General Contractor.

### **Class B Building Contractor**

A Class B License shall entitle the holder thereof to construct, remodel, repair, demolish all structures not exceeding three stories in height and perform work described as Class D, Building Specialties. A Class B License shall also entitle the license holder to perform non-structural remodeling, tenant-finish, and repairs of all structures. Qualifying parties who hold a Class C, Residential Contractor license and have at least **six (6) years of experience** working as a Residential Contractor shall be eligible for examination for certification as a Class B, Building Contractor.

### **Class C Residential Contractor**

A Class C License shall entitle the holder thereof to construct, remodel, repair, and demolish single family or duplex residences, buildings accessory thereto and perform work described as Class D, Building Specialties. Qualifying parties who hold a Class D, Building Specialty Contractor license and have at least four **(4) years of experience** working as a Building Specialty Contractor shall be eligible for examination for certification as a Class C, Residential Contractor.

### **Class D Building Specialty Contractor FRAMING AND CONCRETE**

A Class D License shall entitle the holder thereof to perform services as described below:

**Framing Contractor.** A Class D License shall entitle the holder thereof to perform such work for the framing of a structure or building, including bearing and non-bearing walls, and including any repair to any of the above. May obtain a building permit for construction of deck without a roof. **Requires 2 years experience.**

**Concrete Contractor.** A Class D License shall entitle the holder thereof to perform general concrete work to include the placing and erecting of steel or bars for the reinforcing of mass, pavement, flat and other concrete work. **Requires 2 years experience.**

## LICENSE REQUIREMENTS:

- NO CONTRACTOR LICENSE MAY BE TRANSFERRED OR REASSIGNED.
- ALL QUALIFYING PARTIES MUST COMPLETE EIGHT (8) HOURS OF CONTINUING EDUCATION PER YEAR, PER LICENSE (Education opportunities are provide by Contractor Licensing, Johnson County, Kansas throughout the year).
- ALL CONTRACTOR LICENSES WILL EXPIRE DECEMBER 31 OF EACH CALENDAR YEAR.

## INSURANCE VERIFICATION REQUIREMENTS:

The contractor shall be required to maintain and carry in force for the duration of the contract, insurance coverage of the types and minimum liability as set forth below.

**All Class A, B, C, or D contractors shall submit an original certificate of insurance. The certificate holder on the Certificate of Insurance shall be as follows:**

City of Lawrence, Kansas  
Neighborhood Resources Department  
1 Riverfront Plaza, Level 1, Suite 110  
Lawrence, Kansas 66044

**General Liability** - Class A, B, and C contractors shall maintain general liability coverage in the amount of not less than \$1,000,000 per occurrence single limit for bodily injury and property damage. Class D contractors shall maintain general liability coverage in an amount not less than \$500,000 per occurrence single limit for bodily injury and property damage.

**Worker's Compensation and Employer's Liability** - Worker's Compensation as required by State Statutes. If the contractor is exempt from the Worker's Compensation requirement, the contractor must submit a letter stating the exemption.

Employer's Liability \$100,000 each occurrence. (Include all states endorsements)

Before a license will be issued, the contractor shall furnish to the City of Lawrence, Neighborhood Resources Department with a Certificate of Insurance verifying such coverage



**WORKER'S COMPENSATION WAIVER**

If the company has no employees, the following statement must be signed by the owner/operator of the Company and witnessed by a Notary.

I, \_\_\_\_\_, as sole owner/operator of \_\_\_\_\_ do not have any employees, and therefore requesting to be exempted from carrying worker's compensation. I understand that at any time in the future I employ another individual I must provide Worker's Compensation Insurance Coverage as required by the State of Kansas and furnish City of Lawrence, Neighborhood Resources Department with a Certificate of Insurance.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

STATE OF KANSAS )  
 ) SS.  
COUNTY OF DOUGLAS )

**BE IT REMEMBERED**, that on this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_ Before me, the undersigned, a Notary Public in and for the County and State aforesaid came \_\_\_\_\_, Who is personally known to me to be the same person who executed the within instrument of writing, and such person duly acknowledged the execution of the same.

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed my seal the day and year first above written.

Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**WORK EXPERIENCE AFFIDAVIT**

License categories are differentiated by the applicants' responsibilities, the type of work (new, remodel, etc) and the characteristics of a new or addition (height and use). Experience requirements are: Class A, six years experience, buildings of four or more stories; Class B, four years experience, buildings up to three stories; Class C, two years experience, single or duplex residences; Class D Frammer, two years experience; Class D Concrete, two years experience.

To qualify for a higher license category the applicant must have the following experience and pass an examination. Class A requires 10 yrs Class B work; Class B requires 6 yrs Class C work; and Class C requires 4 years Class D work.

Please state the building use that most resembles the project: Arena; Apartment Building; Business (office, retail, daycare, gas station, doctor office); Church; Educational (elementary, high school, technical or college); Hospital; Hotel; Manufacturing; Restaurant; Vehicle Repair Garage; Vehicle Body Shop; Storage/Warehouse; Parking Garage; One or two residential dwelling; Identify other use.

• Your time on project (month and year): From \_\_\_\_\_ to \_\_\_\_\_

Project building or business name: \_\_\_\_\_

Project address (include City and State): \_\_\_\_\_

Building use: \_\_\_\_\_ Stories above grade level: \_\_\_\_\_

Type of Work:  New construction  Addition  Initial finish/build out  Remodel

Your Duties: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_  
City State Zip

Verify by calling: \_\_\_\_\_ Telephone No. \_\_\_\_\_

• Your time on project (month and year): From \_\_\_\_\_ to \_\_\_\_\_

Project building or business name: \_\_\_\_\_

Project address (include City and State): \_\_\_\_\_

Building use: \_\_\_\_\_ Stories above grade level: \_\_\_\_\_

Type of Work:  New construction  Addition  Initial finish/build out  Remodel

Your Duties: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_  
City State Zip

Verify by calling: \_\_\_\_\_ Telephone No. \_\_\_\_\_

• Your time on project (month and year): From \_\_\_\_\_ to \_\_\_\_\_  
Project building or business name: \_\_\_\_\_  
Project address (include City and State): \_\_\_\_\_  
Building use: \_\_\_\_\_ Stories above grade level: \_\_\_\_\_  
Type of Work:  New construction  Addition  Initial finish/build out  Remodel  
Your Duties: \_\_\_\_\_  
Employer Name: \_\_\_\_\_  
Employer Address: \_\_\_\_\_  
City State Zip  
Verify by calling: \_\_\_\_\_ Telephone No. \_\_\_\_\_

• Your time on project (month and year): From \_\_\_\_\_ to \_\_\_\_\_  
Project building or business name: \_\_\_\_\_  
Project address (include City and State): \_\_\_\_\_  
Building use: \_\_\_\_\_ Stories above grade level: \_\_\_\_\_  
Type of Work:  New construction  Addition  Initial finish/build out  Remodel  
Your Duties: \_\_\_\_\_  
Employer Name: \_\_\_\_\_  
Employer Address: \_\_\_\_\_  
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Project building or business name: \_\_\_\_\_  
Project address (include City and State): \_\_\_\_\_  
Building use: \_\_\_\_\_ Stories above grade level: \_\_\_\_\_  
Type of Work:  New construction  Addition  Initial finish/build out  Remodel  
Your Duties: \_\_\_\_\_  
Employer Name: \_\_\_\_\_  
Employer Address: \_\_\_\_\_  
City State Zip  
Verify by calling: \_\_\_\_\_ Telephone No. \_\_\_\_\_

**Attach additional sheets as necessary**



## ADDITIONAL QUALIFYING PARTIES

### QUALIFYING PARTY

The contractor-applicant (qualifying individual) or company shall disclose any current or previous contractor license(s) held in Kansas or any other state and any disciplinary actions taken against such contractor-applicant or company. Attach documentation.

Please Print Full Name: \_\_\_\_\_

Qualifying Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Qualifications :  Degree  Test  Other-Recognized Jurisdiction

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Please state the building use that most resembles the project: Arena; Apartment Building; Business (office, retail, daycare, gas station, doctor office); Church; Educational (elementary, high school, technical or college); Hospital; Hotel; Manufacturing; Restaurant; Vehicle Repair Garage; Vehicle Body Shop; Storage/Warehouse; Parking Garage; One or two residential dwelling; Identify other use.

• Your time on project (month and year): From \_\_\_\_\_ to \_\_\_\_\_

Project building or business name: \_\_\_\_\_

Project address (include City and State): \_\_\_\_\_

Building use: \_\_\_\_\_ Stories above grade level: \_\_\_\_\_

Type of Work:  New construction  Addition  Initial finish/build out  Remodel

Your Duties: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_  
City State Zip

Verify by calling: \_\_\_\_\_ Telephone No. \_\_\_\_\_

• Your time on project (month and year): From \_\_\_\_\_ to \_\_\_\_\_

Project building or business name: \_\_\_\_\_

Project address (include City and State): \_\_\_\_\_

Building use: \_\_\_\_\_ Stories above grade level: \_\_\_\_\_

Type of Work:  New construction  Addition  Initial finish/build out  Remodel

Your Duties: \_\_\_\_\_

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City State Zip

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Project building or business name: \_\_\_\_\_

Project address (include City and State): \_\_\_\_\_

Building use: \_\_\_\_\_ Stories above grade level: \_\_\_\_\_

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