



## CONTRACTOR LICENSE APPLICATION

101 N. 4<sup>th</sup> Street / P. O. Box 1030  
Douglas, Wyoming 82633  
307-358-2132, Fax: 307-358-2133

**Application for contractor license shall be made to the Planning and Community Development Department.**

Business name: \_\_\_\_\_

Applicant's name: \_\_\_\_\_

Mailing address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Federal Tax Number: \_\_\_\_\_

Wyoming Unemployment/Workers Compensation Number: \_\_\_\_\_

Telephone number: (\_\_\_\_\_) \_\_\_\_\_ Alternate # (\_\_\_\_\_) \_\_\_\_\_

**Licenses are renewed on January 1 of each year. If your license has lapsed for more than 60 days you will need to apply for a new license and meet all the requirements for a new license.**

Please give a detailed description of services offered: (This must be filled out completely)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of license sought (according to 5.36.040 & 5.36.050 below) (if there is no match for your type of work leave this blank.): \_\_\_\_\_

Refrigeration contractors must provide a copy of Federal refrigeration certification.

**Certification Number:** \_\_\_\_\_

Electrical contractors must provide a copy of current State of Wyoming Electrical License.

**License number:** \_\_\_\_\_

**Please provide with application a copy of your insurance, test results, confirmation of experience (for new applicants) and state and federal licenses if required. This must be submitted to the planning department all at once or it will be returned with a request for more information.**

- Copy of proof of liability insurance in the minimum amount as stated in Section 5.36.050 (Below).
- Copy of State of Wyoming, or Federal license as required for electrical or refrigeration contractors.
- **New Applicants only**--Confirmation of experience will be confirmed by W-2 records, pay stubs, insurance records, copies of prior licenses, workers compensation records. Other means of verification will be considered as stated in Section 5.36.070.

**The following are the requirements for contractors in the City of Douglas. Please read and initial each ordinance. If you do not understand the requirements as stated in the ordinance please ask the planning department for clarification before initialing.**

**5.36.010 License required.**

- A. Any person engaged in any of the trades, businesses or occupations listed in this chapter, or in any construction work, shall be licensed as a contractor as required in this chapter and such license shall not be transferable.
- B. Any person who undertakes to perform any of the operations controlled by this chapter for any compensation whatsoever, or any person who performs work on a structure owned but not occupied by the person, shall be considered a contractor.

Exception: Landscape Maintenance – mowing lawns, raking leaves, pulling weeds etc.

**I have read and understand:** Initials \_\_\_\_\_

**5.36.020 License defined.**

A license is authority granted to the person to whom it is issued to perform permitted construction or demolition.

**I have read and understand:** Initials \_\_\_\_\_

**5.36.030 Appeal of license denial.**

Any applicant who is refused a contractor's license by the administrative authority may appeal to the city council within thirty (30) days after the date of refusal.

**I have read and understand:** Initials \_\_\_\_\_

**5.36.040 Duties and responsibilities of contractors.**

- A. Any contractor licensed under this chapter shall be responsible for:
  - 1. All work included in his contract whether or not such work is done by the contractor directly or by a sub-contractor;
  - 2. Obtaining permits and licenses required for work performed by the contractor or under his contract;
  - 3. Verifying that a permit has been issued for the work being performed;
  - 4. All funds or property received by the contractor for completion of a specific contract or for a specific purpose;
  - 5. Making sure all work performed is by a licensed contractor or an employee of a licensed contractor.
  - 6. Presenting the appropriate license when requested by the building official;
  - 7. Performing work according to the plans and specifications as permitted and approved by the building official. Any changes to plans and specifications shall be reviewed and approved by the building official.
  - 8. Completing all work authorized on the permit issued.
  - 9. Call for inspections when required by the adopted construction codes or the building official;
  - 10. Paying any fees assessed under the authority of the adopted construction codes and city ordinances.

**I have read and understand:** Initials \_\_\_\_\_

**5.36.050 Classes of licenses, fee schedule and qualification requirements.**

There shall be the following classes of licenses, and the holder of each license shall be authorized to do the following:

**A. Contractor Definitions:**

- 1. General Contractor -- A person qualified and experienced in contracting and overseeing the completion of any construction project, including the work subcontracted to other licensed contractors.
- 2. Building Contractor -- A person licensed to construct any building three stories or less in height, including overseeing the work subcontracted to other licensed contractors.
- 3. Residential Contractor -- A person licensed to construct one and two family residential buildings, including overseeing the work performed by other licensed contractors.

**B. Sub-Contractors Definitions:**

- 1. Master Plumber with Gas Piping -- A person licensed to contract or install plumbing systems and gas in all structures.

2. Residential Plumber with Gas Piping -- A person licensed to install residential (One and Two family) plumbing systems and gas under the supervision of a licensed master plumber.
3. Journeyman Plumber with Gas Piping -- A person licensed to install plumbing systems and gas under the supervision of a licensed master plumber.
4. Master HVAC -- A person licensed to contract or install heating, ventilation, air conditioning, refrigeration, and related systems in all structures.
5. Journeyman HVAC -- A person licensed to install heating, ventilation, air conditioning, refrigeration, and related systems under the supervision of a licensed master HVAC.
6. Fire Suppression Contractor -- A person licensed to contract or install fire suppression systems in all structures;
7. Concrete Contractor (Structural) -- A person licensed for placement of any concrete.
8. Concrete Contractor (Non-Structural) – A person licensed for non-structural flat work only.
9. General Roofing Contractor -- A person licensed for installation of any roof covering material.
10. Shingle Roof Contractor -- A person licensed for shingled roofing material installations.
11. Landscape/Irrigation Contractor -- A person licensed to install landscaping and/or irrigation systems, but not the connection to the electrical or plumbing system.
12. Electrical Contractor -- A person licensed as an electrical contractor by the State of Wyoming.
13. Limited low voltage contractor – A person licensed through the state of Wyoming as a low voltage contractor.
14. Grading/Utilities -- A person licensed to provide grading work for construction projects, roads, and related work, and/or the installation of water and sewer lines from the main lines to the building.
15. Exterior Wall Coverings – A person licensed to install exterior weatherproof wall coverings, trim, and windows.
16. Interior Finish – A person licensed to install interior finishes such as: interior wall coverings, floor coverings, or any interior installations as approved by the building official.
17. Main Line Utilities Contractor – A person licensed for the installation of utilities, electrical, water and sewer, gas, cable television, communications, satellite systems, etc. This includes the installation of main lines and individual feeds.
18. Arborist – A person licensed to trim or remove trees.
19. Sewer Maintenance – A person licensed for drain or septic cleaning.
20. Framing- A person licensed to do any type of framing interior or exterior.

Type of Contractor	Proof of Min. Liability	Fee for License	Contractor Test Type	Documented experience through taxes or licenses from other cities
General Cont.	\$1,000,000	\$100	General Contractor	8
Building Cont.	\$500,000	\$100	Building Contractor	6
Residential Cont.	\$300,000	\$100	Residential Contractor	4
M – Plumber w/gas piping	\$250,000	\$25	M-Plumber w/Gas Piping	5 Journeyman and 4 as apprentice
J – Plumber w/gas piping	\$250,000	\$25	Journeyman Plumber	4 years as apprentice
R – Plumber w/gas piping	\$250,000	\$25	Residential Plumber	4 years as apprentice
Apprentice Plumber		\$15	No Test	None
M - Gas Pipe Fitter	\$250,000	\$25	Master Gas Pipe fitter	4
M – HVAC	\$250,000	\$25	Master HVAC	5 Journeyman and 4 as apprentice
J - HVAC		\$25	Journeyman HVAC	4 years as apprentice
Apprentice HVAC		\$15	No Test	None
Concrete (Structural)	\$250,000	\$25	Concrete	4

			Contractor	
Concrete (Non-Structural)	\$250,000	\$25	No Test	2
General Roof	\$250,000	\$25	General Roofing	4
Shingle Roof	\$250,000	\$25	Shingle Roofing	2
Electrical	\$250,000	\$25	State Electrical Contractors License	State of Wyoming Master electrical contractors license
Exterior Finish	\$250,000	\$25	No Test	2
Interior Finish	\$250,000	\$25	No Test	2
Framing	\$250,000	\$25	Framing Test	2
Low voltage	\$250,000	\$25	State of Wyoming Low Voltage Contractor	State Requirements
Landscaping	\$100,000	\$25	No Test	2
Arborist	\$250,000	\$25	No Test	2
Grading/Utilities	\$500,000	\$25	No Test	4
Outside Utilities Contractor	\$1,000,000	\$25	No Test	4
Sewer/drain maintenance	\$250,000	\$25	No Test	1
Demolition	\$250,000	\$25	No Test	2
Manufactured Home Setter	\$250,000	\$25	No Test	2

**C. Qualification Requirements;**

1. Applicants desiring to obtain a contractors license must have the required level of experience, and successfully pass the appropriate Wyoming Trades Certification Program test or the appropriate I.C.C. test on the table above. (see also section 5.36.050)
2. Any license application or renewal postdated after December 31, for the upcoming year, will be assessed a twenty-five dollar (\$25.00) filing fee in addition to the amount shown in the above table.
3. Any licensed contractor may do required work that is incidental to the licensed work as approved by the building official. (Example: concrete footing for sign not requiring engineering.)
4. Confirmation of experience will be confirmed by W-2 records, pay stubs, insurance records, copies of prior licenses, workers compensation records. Other means of verification will be considered.
5. Any unlisted contractors, test type, fees, and insurance will be reviewed by building official.
6. Apprenticeship cards for plumbing and mechanical may be obtained from the building official, for work verification purposes only.
7. Subsequent to the adoption of this ordinance, all new applicants for a contractor's license must meet the new requirements as adopted. Contractors renewing a license must meet the requirements as originally licensed.
8. If a contractor's license lapses for more than 60 days for any reason the applicant must apply for a new contractor's license and meet all the requirements as a new applicant.
9. Applicants meeting the licensing requirements may take the appropriate trades test. If applicant fails the test, the test may be retaken 30 days from the last test date. If the applicant fails again, the applicant may retake that test every 90 days thereafter.
10. Any applicant protesting a licensing decision made by the building official may appeal that decision to the Board of Appeals.

***I have read and understand:***

**Initials** \_\_\_\_\_

**5.36.060 Application procedure.**

- A. Application for license shall be made at the planning department. Upon review and approval by the administrative authority or his/her authorized representative and on payment of the required fee, the city clerk shall issue the appropriate license. The license application required in this section shall contain:
  1. Applicant's name;

2. Business address, zip code and telephone number;
  3. Type of license desired;
  4. Refrigeration contractors must provide a copy of federal refrigeration certification;
  5. State licensed electrical contractors must provide a photocopy of current State of Wyoming
  6. Electrical license;
  7. Owner's name, residence, address and telephone number;
  8. Manager's name, residence, address and telephone number;
  9. Year for which such license is sought;
  10. Proof of liability insurance in the minimum amount as stated in Section 5.36.050 above;
  11. Any other relevant information required by the terms of the provisions pertaining to the license sought.
  12. Proof of experience as outlined in 5.36.050.
- B. Non issuance of licenses shall entitle the applicant to a full refund of the fee.

**I have read and understand:**                      **Initials** \_\_\_\_\_

**5.36.070            Proof of ability and experience.**

- A. Anyone wishing to obtain a city contractor's license must provide proof of ability and experience in the construction discipline for which the license is sought. Proof of ability will consist of successful completion of a certification test through the Wyoming Trades Certification Program or PearsonVue.
- B. Proof of experience will be verified by W-2 records, pay stubs, insurance records, prior contractor licenses, or workers compensation records. Any other verification may be considered at the discretion of the building official.

**I have read and understand:**                      **Initials** \_\_\_\_\_

**5.36.080            Expiration of license.**

All licenses shall expire with the calendar year in which the same are issued, and all licenses shall be issued on a calendar year basis only.

**I have read and understand:**                      **Initials** \_\_\_\_\_

**5.36.090            Partial payment prohibited.**

No partial payment shall be accepted by the city clerk for any license fee.

**I have read and understand:**                      **Initials** \_\_\_\_\_

**5.36.100            Suspension or revocation of license.**

**Suspension.**

- A. The building official may suspend a contractor's license if the contractor commits any of the following acts or omissions:
1. Failure to pay, within a reasonable amount of time, any city fees generated from the contractor's business. License shall be suspended until such time as fees and any penalties have been paid to the city clerk.
  2. Any licensed contractor, whose liability insurance is suspended for any reason, shall automatically have his/her contractor's license suspended. Once the city has been notified of lapse in coverage, the building official shall then notify the contractor in writing of the suspension.
  3. Any willful, intentional or continuing violation(s) of municipal and/or construction codes. In any such instance, the license will be:
    - a. Reinstated upon proof of compliance to the satisfaction of the building official; or
    - b. Subject to revocation according to the revocation procedures of this section.
  4. A twenty-five dollar (\$25.00) reinstatement fee shall be assessed, and the license reinstated when proof of current documentation for license has been provided to the building official.

**Revocation.**

- B. The building official may recommend to the city council the revocation of a license when the licensee commits one or more of the following acts or omissions:
1. Failure to comply with any of the licensee's responsibilities as outlined in Section 5.36.040;
  2. Knowingly combining or conspiring with any person by permitting one's license to be used by such a

- person;
3. By acting as agent, partner, associate or in any other capacity with any persons to evade the provisions of the adopted construction codes, or municipal code;
  4. Willful, intentional or continuing violations of municipal or construction codes.
- C. When any of the acts or omissions as enumerated in this section are committed by a licensee and the building official deems that such license should be revoked, the procedure shall be as follows:
1. The licensee shall be notified, in writing, by certified mail, at least seven (7) days prior to the city council meeting;
  2. When a hearing is requested by the building official, the licensee will be notified of the time, date and place;
  3. When a hearing is conducted, the licensee and other interested parties may be in attendance;
  4. Upon completion of the hearing, the council will take all evidence admitted under advisement and shall notify the licensee of their findings and ruling in writing by certified mail. The hearing shall be conducted as required by the Wyoming Administrative Procedures Act.

**I have read and understand:**                      **Initials** \_\_\_\_\_

**5.36.110 Exceptions.**

Any person possessing by ordinance, resolution, or contract of the council, general or special power to excavate, enter or perform other work in the town, shall be exempt from the requirements of this chapter. Any person performing for wages as a hired employee under and for another person appropriately licensed, shall not be considered as a contractor. An owner performing work on property other than the premises of his private residence shall be considered a contractor and shall be duly licensed.

**I have read and understand:**                      **Initials** \_\_\_\_\_

**SECTION 105  
PERMITS**

**105.1 Required.**

Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the building official and obtain the required permit.

**I have read and understand:**                      **Initials** \_\_\_\_\_

This information is true and accurate to the best of my knowledge. Any false or misleading information will result in suspension or revocation of license.

Applicants printed name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

**For Office Use Only**

Fee: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt No.: \_\_\_\_\_

License #: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Proof of Liability Insurance Amount: \_\_\_\_\_

Proof of State License Attached:  Yes  No  N/A

Date Approved: \_\_\_\_\_ Approved by: \_\_\_\_\_