



## City of Ottawa Contractor Licensing

101 S. Hickory, P.O. Box 60, Ottawa, KS 66067

Telephone (785) 229-3620

E-mail [communitydevelopment@ottawaks.gov](mailto:communitydevelopment@ottawaks.gov)

Web Site [www.ottawaks.gov](http://www.ottawaks.gov)

### Requirements for Obtaining a Contractor Occupational License:

1. **Application:**
  - ❖ Complete all necessary application forms.
2. **Qualifications:** Each contractor applying for an occupational license must satisfy one of the following provisions:
  - ❖ **Class A, B, C General Contractors, Electricians, Plumbers, and HVAC Contractors.**
    - Obtain a certificate of competence from a nationally recognized testing institution as contemplated by K.S.A. 12-1556; 12-1508; 12-1525; 12-1541, (building and residential contractors, plumbing contractors, electrical contractors, HVAC contractors). Nationally recognized test (Experior, Block & Associates, Prometric, ICC, IAMPO) with a score of 75% or above. If testing was done prior to July 1, 1989 a score of 70% or above shall be accepted as per state statute.
    - For Class A, B, C, General Contractors Only, hold a bachelor's degree in (construction related) engineering, architecture, or construction science from an accredited college or university and provide your degree and transcripts.
  - ❖ **Class R, Roofing Contractor.**
    - The City's Chief Building Official and the Department Director, upon reviewing evidence of working in the field as a roofer may approve the issuance of an occupational license based on the following:
      - Must show proof of five (5) years of experience in said field; or
      - Testing as listed above, and
    - Must have obtained a State roofing certificate and provided it to the city.
  - ❖ **Class S, Specialty Contractor (Siding, Demolition, Concrete/foundation, Framing).**
    - Must show proof of three (3) years of experience in said field.
3. **Insurance: Proof of General Liability and Workers Compensation Insurance.**
  - ❖ All contractors shall maintain general liability coverage as listed below and shall procure and maintain workers compensation insurance as required by law.
  - ❖ Such insurance policy shall be written with an insurance company licensed to do business in the State of Kansas.
  - ❖ All contractors shall provide the City of Ottawa with a certificate of insurance showing the City of Ottawa as a Certificate Holder.
    - Class A, B, C, = one million dollars (\$1 MIL) per single occurrence and finished product.
    - Class S, R, Electricians, Plumbers, & HVAC Mechanics = \$500,000 per single occurrence and finished product.
4. **A copy of a valid Drivers' License or Government Issued Photo ID of each Qualified Individual.**
5. **All Occupational Licenses Expire on 12/31 of each Calendar Year.** Annual renewal fees must be paid before January 31<sup>st</sup> of the following year to avoid a \$75.00 late fee.
6. **Renewal of license:**
  - ❖ All Qualifying Individuals must complete a minimum of six (6) hours of approved continuing education per year three (3) hours which need to be code compliance in the field. If a qualified individual holds multiple licenses, an additional 3 hours of code compliant continuing education for each license will be required to renew your licenses.
7. **Testing:**
  - ❖ **Contact Information for ICC** (International Code Council) to arrange to take an exam 1-800-786-4452 or [www.iccsafe.org](http://www.iccsafe.org).
  - ❖ **Contact Information for Thomson Prometric** provides exams that require sponsorship from a City, County, or State organization.



## City of Ottawa Contractor Licensing

101 S. Hickory, P.O. Box 60, Ottawa, KS 66067  
Telephone (785) 229-3620  
E-mail [communitydevelopment@ottawaks.gov](mailto:communitydevelopment@ottawaks.gov)  
Web Site [www.ottawaks.gov](http://www.ottawaks.gov)

### License Types

For full definitions check the Licensing Ordinance

#### **NO Contractor License may be Transferred or Reassigned**

**Class “A” General Contractor** license shall entitle the holder thereof to construct, remodel, tenant finish, repair, and demolish of all structures. However, it does not entitle the licensed company to perform heating, ventilation and air conditioning mechanic, plumbing, or electrical work.

**Class “B” Building Contractor** license shall entitle the holder to construct, remodel, repair, and demolish all structures not exceeding three (3) stories in height. However, it does not entitle the licensed company to perform heating, ventilation and air conditioning mechanic, plumbing, or electrical work.

**Class “C” Residential Contractor** license shall entitle the holder to construct, remodel, repair single and two-family dwellings, accessory structures, decks and demolish single and two-family dwellings. However, it does not entitle the licensed company to perform heating, ventilation and air conditioning mechanic, plumbing, or electrical work.

**Class “R” Roofing Contractor** license shall entitle the holder to install, maintain, repair, replace, and remove the roof assembly of any structure, including the roof deck, vapor retarder, substrate, thermal barrier, insulation, roof coverings of all types, and do structural repairs limited to replacement of rafters and overhangs in kind. A roofing contractor must obtain the State of Kansas Roofing Certificate and submit it with application.

#### **Class “S” Specialty Contractor:**

**Siding:** shall entitle the holder to install vinyl, metal, wood siding, or windows.

**Demolition:** shall entitle the holder to demolish any building.

**Concrete/foundation:** shall entitle the holder to perform general concrete work, placing and erecting of steel or bars for reinforcing of mass, such as footings, basement walls, other structural building elements, pavement, flat and other concrete work.

**Framing:** shall entitle the holder to fabricate and install any wood product in a structure including, but not limited to rough framing, structural and nonstructural work, trusses, sheathing, paneling trim, cabinetry, doors and windows and all hardware incidental thereto. A Framing contractor may obtain a permit to construct residential decks, accessory structures, siding, and install windows. May not contract to install, maintain, repair or alter any concrete masonry, roofing, act as a Class A, B, C general contractor, or other work not specifically mentioned above.

Items that do not require a Class S license are fences, signs, excavation/grading, landscaping, dog pens, irrigation sprinkler systems, swimming pools, and towers (cell).

**Master Electrician** license shall entitle the holder thereof to perform only electric services.

**Journeyman Electrician** license shall entitle the holder thereof to perform only electric services and under the scope of a Master Electrician.

**Master Plumber** license shall entitle the holder thereof to perform only plumbing services and maintenance of gas piping systems, including gas piping, appliances, vents, flues tanks, and other related appurtenances.

**Journeyman Plumber** license shall entitle the holder thereof to perform only plumbing services and under the scope of a Master Plumber.

**Master Heating, Ventilation and Air Conditioning Mechanic** license shall entitle the holder thereof to perform only HVAC services.

**Journeyman Heating, Ventilation and Air Conditioning Mechanic** license shall entitle the holder thereof to perform only HVAC services and under the scope of a Master HVAC Mechanical.



## City of Ottawa Contractor Licensing

101 S. Hickory, P.O. Box 60, Ottawa, KS 66067  
Telephone (785) 229-3620  
E-mail [communitydevelopment@ottawaks.gov](mailto:communitydevelopment@ottawaks.gov)  
Web Site [www.ottawaks.gov](http://www.ottawaks.gov)

### License Fees

Class A, General Contractor Company .....	\$225.00
Class B, Building Contractor Company .....	\$210.00
Class C, Residential Contractor Company .....	\$190.00
Class R, Roofing Contractor Company .....	\$125.00
Class S, Specialty Contractor Company .....	\$ 100.00
Electrical Company .....	\$175.00
Master .....	\$ 20.00
Journeyman .....	\$ 20.00
Plumbing Company .....	\$175.00
Master .....	\$ 20.00
Journeyman .....	\$ 20.00
HVAC Mechanic Company .....	\$175.00
Master .....	\$ 20.00
Journeyman .....	\$ 20.00

License fees shall be paid without being prorated.

For contractors holding multiple classifications of license, (i.e. Electrical, Plumbing, HVAC, Class A B or C):

If a company carries more than one type of contractor licensing type, the first license fee is the full fee, each additional contractor licensing type will be a \$75.00 fee.



# City of Ottawa Contractor Licensing

101 S. Hickory, P.O. Box 60, Ottawa, KS 66067  
Telephone (785) 229-3620  
E-mail [communitydevelopment@ottawaks.gov](mailto:communitydevelopment@ottawaks.gov)  
Web Site [www.ottawaks.gov](http://www.ottawaks.gov)

## Company License Application

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

**Company Type:**(Check all that apply)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> General Contractor Company | <input type="checkbox"/> Demolition Company | <input type="checkbox"/> Electrical Company |
| <input type="checkbox"/> Roofing Company            | <input type="checkbox"/> Concrete Company   | <input type="checkbox"/> Plumbing Company   |
| <input type="checkbox"/> Siding Company             | <input type="checkbox"/> Framing Company    | <input type="checkbox"/> HVAC Company       |

**Company Information:**

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Owners Name: \_\_\_\_\_

Owners Address and Phone Number:  
\_\_\_\_\_

Company Office Contact Name & E-mail Address:  
\_\_\_\_\_

**Check all license types that will be licensed under this company name. Each qualified person must fill out an Individual Contractor License Application.**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Class A General Contractor     | <input type="checkbox"/> Class S Specialty Contractor<br><i>Check the appropriate box below</i> | <input type="checkbox"/> Trades Contractor<br><i>Check the appropriate box below</i> |
| <input type="checkbox"/> Class B Building Contractor    | <input type="checkbox"/> Demolition   | <input type="checkbox"/> Electrical Master   |
| <input type="checkbox"/> Class C Residential Contractor | <input type="checkbox"/> Concrete   | <input type="checkbox"/> Electrical Journeyman                                       |
| <input type="checkbox"/> Class R Roofing Contractor     | <input type="checkbox"/> Framing  | <input type="checkbox"/> HVAC Master   |
|   | <input type="checkbox"/> Siding   | <input type="checkbox"/> HVAC Journeyman   |
|   |   | <input type="checkbox"/> Plumbing Master   |
|   |   | <input type="checkbox"/> Plumbing Journeyman   |

**Attachments:**

- **Roofers---**include your State of Kansas Roofing Certificate for the current year.
- **Copy of current insurance listing the City of Ottawa as Certificate Holder.**
- **The applicant realizes that ALL documentation must be completed, and all attachments must be submitted at the same time.**
- **INCOMPLETE applications WILL NOT be processed until all items have been received.**
- **It Is YOUR responsibility to verify you licensing status.**
- Methods of payments: Cash; Checks (Make Checks Payable to City of Ottawa); Credit Card (We accept Visa, MasterCard, & Discover), if paying by credit card, please complete the Credit Card Form, as we can't accept credit card payment by phone.
- **Disclaimer:** I hereby certify that all information on this application is accurate. Any false statements made in this application by the applicant will result in license suspension or revocation.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_



# City of Ottawa Contractor Licensing

101 S. Hickory, P.O. Box 60, Ottawa, KS 66067  
Telephone (785) 229-3620  
E-mail [communitydevelopment@ottawaks.gov](mailto:communitydevelopment@ottawaks.gov)  
Web Site [www.ottawaks.gov](http://www.ottawaks.gov)

## Individual Contractor License Application

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

**License Types Requested** (Check all that apply). Please complete a separate application for each licensee.

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Class A General Contractor     | <input type="checkbox"/> Class S Specialty Contractor<br><b>Check the appropriate box below</b> | <input type="checkbox"/> Trades Contractor<br><b>Check the appropriate box below</b> |
| <input type="checkbox"/> Class B Building Contractor    | <input type="checkbox"/> Demolition   | <input type="checkbox"/> Electrical Master   |
| <input type="checkbox"/> Class C Residential Contractor | <input type="checkbox"/> Concrete   | <input type="checkbox"/> Electrical Journeyman                                       |
| <input type="checkbox"/> Class R Roofing Contractor     | <input type="checkbox"/> Framing  | <input type="checkbox"/> HVAC Master   |
|   | <input type="checkbox"/> Siding   | <input type="checkbox"/> HVAC Journeyman   |
|   |   | <input type="checkbox"/> Plumbing Master   |
|   |   | <input type="checkbox"/> Plumbing Journeyman   |

### Individual Information:

Company Name you are working for \_\_\_\_\_

Name: (First) \_\_\_\_\_ (Middle Initial) \_\_\_\_\_ (Last) \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone Number \_\_\_\_\_ DOB – Date of Birth (Required) \_\_\_\_\_

Individual's E-Mail Address \_\_\_\_\_

### Attachments:

- **Roofers---include your State of Kansas Roofing Certificate for the current year.**
- **Copy of current insurance listing the City of Ottawa as Certificate Holder.**
- **Copy of your certificate of competence showing test score.**
- **Copy of your degree or transcript from an accredited college or university.**
- **The applicant realizes that ALL documentation must be completed, and all attachments must be submitted at the same time.**
- **INCOMPLETE applications WILL NOT be processed until all items have been received.**
- **It Is YOUR responsibility to verify you licensing status.**
- **Methods of payments:** Cash; Checks (Make Checks Payable to City of Ottawa); Credit Card (We accept Visa, MasterCard, & Discover), if paying by credit card, please complete the Credit Card Form, as we can't accept credit card payment by phone.
- **Disclaimer:** I hereby certify that all information on this application is accurate. Any false statements made in this application by the applicant will result in license suspension or revocation.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_



# City of Ottawa Contractor Licensing

101 S. Hickory, P.O. Box 60, Ottawa, KS 66067  
Telephone (785) 229-3620  
E-mail [communitydevelopment@ottawaks.gov](mailto:communitydevelopment@ottawaks.gov)  
Web Site [www.ottawaks.gov](http://www.ottawaks.gov)

## 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. This form is only to be completed if your company has no employees.

**DO NOT** Sign Form prior to appearing before Notary.

I, \_\_\_\_\_, As sole owner/operator of  
Name

\_\_\_\_\_  
Company Name

do not have any employees, and therefore I am 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 the City of Ottawa with a certificate of insurance.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

State of \_\_\_\_\_

County of \_\_\_\_\_

**On this,** \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_ personally, appeared before me,

\_\_\_\_\_ who is personally known to me,

\_\_\_\_\_ whose identity I verified on the basis of: \_\_\_\_\_

\_\_\_\_\_ whose identity I verified on the oath/affirmation of \_\_\_\_\_  
a credible witness.

To be the signer of the foregoing document, and he/she acknowledged that he/she signed it.

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

(Seal)

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