



Contractor License Application

Department of Building Safety

The City of Worland contractor license program has been designed to verify a minimum standard of experience for individuals respective to their trade, and issue licenses based on these qualifications. Only those classifications listed on the *Contractor License Classifications* handout are required to be licensed. For a detailed description of each classification, see our *Certified Individual Classification Definitions* handout.

Contractor License Checklist

- Read this handout for detailed information about the application process.
- Fill out page 4 and have authorized company representative sign, return with application.
- Provide proof of Liability Insurance, and if required, proof of RoW Bond.
- Fill out page 5 and have notarized for each certified individual, return with application.
- Provide proof of experience for Certified Individuals. (see page 2 for details)
- Review fee's and submit check payable to "The City of Worland" with application.
- Read page 3 – Probationary Contractors, sign and submit with application.
- Submit completed application, supporting documents, and license fees.

General requirements for contractors

1. All contractors shall maintain working telephone service with functioning voice mail during business hours. A current address for postal service. A working, monitored e-mail address.
2. Contractors must submit a complete Contractor Application. Any changes in address, phone #, email address, etc. must reported to the Department of Building Safety within three (3) business days.
3. Licensed contractors shall staff minimum one (1) full time Certified Individual. This individual must be an active partner, officer, owner or employee of the Licensed Contractor.

Insurance Requirements

1. General Liability Insurance, with a minimum policy of not less than three hundred thousand dollars (\$300,000)
2. Any contractor working in the City Right of Way (RoW) and requiring a permit, shall maintain a reoccurring performance bond or letter of irrevocable credit, in the amount of five thousand dollars (\$5,000).

This handout is only a guide, if any errors or omissions are found on this document, the adopted city code takes precedence.



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Certified Individual Requirements

Only those classifications listed on our *Contractor License Classifications* handout are required to be licensed within the City of Worland. This same handout lists the required experience for each trade, and the amount of experience years credited for those who passed an Approved Test. For a more detailed description of each classification please see our *Certified Individual Classification Definitions* handout.

Acceptable Trade Examination proof

Approved tests are listed under the *Approved Test* column on the *Contractor License Classifications* Handout. These tests are based on the Wyoming Association of Municipalities, International Code Council tests. You can find more information on these tests at ICC's website: www.iccsafe.org. If you are using a trade test to reduce the years of experience, submit a copy of your WAM trades card and/or test completion certificate with your application.

Acceptable experience documents

The following documents are acceptable proof of experience. All documents must show the dates and the scope of work the experience is for, must be recent, and must be verifiable.

1. Copies of your license from other jurisdictions.
2. Letters of recommendation from clients.
3. Letter of experience from other licensed contractors.
4. Letter of reference from Building Officials.
5. Workers Compensation records.
6. Personal tax records
7. Other Documents approved by the building official showing experience.

All documents submitted must equal the minimum experience requirements on the *Experience* column of the *Contractor License Classifications* handout.

Please note: submitting fake, altered or purposely deceitful documentation is grounds for denial and permanent suspension of license privileges.

License Fees

Type	Application Fee (new applicants)	License or Certificate Fee
Contractor License	\$50.00	\$50.00
Certified Individual Certificate	\$50.00	\$50.00

Most contractors will have one trade, and one certified individual, and will have a \$200.00 new license fee, \$100.00 renewal each calendar year.

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Probationary Period

The following is from 7-30 of Worland City Code.

- A. Any licensed contractor who is required to file a new application shall be considered a Probationary Contractor and shall be limited to the following:
 - 1. Probationary Contractors shall not have more than One (1) open permit.
 - 2. All work must be complete, passed inspection, and considered closed by the Building Official before any new permits are issued.
 - 3. Three (3) permits shall be pulled, passed inspection, completed, and closed by the Building Official before completing the Probationary Period.

- B. The Building Official may require more than Three (3) permits during the probationary period. If more than Three (3) permits are required, the Building Official shall give written explanation as to the cause, and what shall be accomplished before completing the Probationary Period to the Licensed Contractor

- C. Upon Building Official approved completion of the Probationary Period, the Building Official shall remove this restriction on the Contractor License and the Contractor shall follow all provisions of the adopted Building Code and/or City code.

As the agent of the Licensed Contractor, I have read the above section and understand that all new contractors will be considered a *Probationary Contractor*, must full fill the requirements, and abide by the restrictions of this status. Attempting to circumvent this restriction may result in the loss of our license and suspended contractor license privileges.

Applicant Signature

Date

Printed Name of Applicant

Title of Agent of the Business

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Contractor Application

DBA (if applicable): _____

Legal Name of Business: _____

Physical Address: _____

City: _____ State: _____ Zip: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Select Classifications applied for: (each classification requires a certified individual)

- | | | |
|--|---|---|
| <input type="checkbox"/> General A | <input type="checkbox"/> General Roofing | <input type="checkbox"/> Master HVAC |
| <input type="checkbox"/> General B | <input type="checkbox"/> Shingle Roofing | <input type="checkbox"/> Master Refrigeration |
| <input type="checkbox"/> Residential C | <input type="checkbox"/> Structural Steel | <input type="checkbox"/> Master Plumber |
| <input type="checkbox"/> Framing | <input type="checkbox"/> Excavation – Right of Way | <input type="checkbox"/> Master Plumber w/ FG |
| <input type="checkbox"/> Structural Concrete | <input type="checkbox"/> Sign | <input type="checkbox"/> Master Gas Pipe |
| <input type="checkbox"/> Structural Masonry | <input type="checkbox"/> Hearth System | |
| <input type="checkbox"/> Manufactured Home Installer | <input type="checkbox"/> Landscaping Backflow Installer | |

Years in business: _____ Number of Employees: _____

Sub-contract work? _____ Yes _____ No

Company certifications or awards: _____

Applicant Signature

Date

Printed Name of Applicant

Title of Agent of the Business



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Certified Individual Application

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Cell Number: _____

Email Address: _____

Certified Individual Classification applying for: (select one, each classification needs separate individual application)

- | | | |
|--|---|---|
| <input type="checkbox"/> General A | <input type="checkbox"/> General Roofing | <input type="checkbox"/> Master HVAC |
| <input type="checkbox"/> General B | <input type="checkbox"/> Shingle Roofing | <input type="checkbox"/> Master Refrigeration |
| <input type="checkbox"/> Residential C | <input type="checkbox"/> Structural Steel | <input type="checkbox"/> Master Plumber |
| <input type="checkbox"/> Framing | <input type="checkbox"/> Excavation – Right of Way | <input type="checkbox"/> Master Plumber w/ FG |
| <input type="checkbox"/> Structural Concrete | <input type="checkbox"/> Sign | <input type="checkbox"/> Master Gas Pipe |
| <input type="checkbox"/> Structural Masonry | <input type="checkbox"/> Hearth System | |
| <input type="checkbox"/> Manufactured Home Installer | <input type="checkbox"/> Landscaping Backflow Installer | |

ICC or WAM Trades card? _____ Yes _____ NO (if Yes, provide copy of card or certificate)

I submit _____ pages of proof of experience.

I certify the experience information submitted is true and correct to the best of my knowledge, including the Dates, Hours worked and Duties performed.

this _____ day of _____, 20_____

Subscribed and sworn before me this

_____ day of _____, 20_____

Signature

Notary Public

Printed Name of Signature

Seal