Contractor Licensing

JOHNSON COUNTY, KANSAS CONTRACTOR LICENSING
111 S. Cherry St., Suite 1000, Olathe, Kansas 66061
Telephone (913) 715-2233 – Fax (913) 715-2232
E-mail contractor.licensing@jocogov.org
Web Site http://contractorlicensing.jocogov.org

Requirements for obtaining a Contractor License:

1. **Completed 2010 Application Form**
2. **Proof of General Liability and Workmen's Compensation Insurance**
   a. Every contractor except a contractor who has an "inactive license" shall keep in force a policy of general liability insurance including completed operations coverage.
   b. Such insurance policy shall be written with an insurance company licensed to do business in the State of Kansas.
   c. All contractors shall maintain general liability coverage in the amount of not less than one million dollars ($1 MIL) per single occurrence and finished product. In addition, every such contractor shall procure and maintain workmen's compensation insurance as required by law.
   d. A contractor, at the time of licensing shall provide Contractor Licensing, Johnson County, Kansas with a certificate of insurance or other satisfactory evidence of the insurance coverage required.
3. **Proof of Qualifications** (Either A or B qualifications are required not both) Qualification Requirements for ALL License Classes (Only one qualification is required per license)
   a. Degree and Transcript (Please send both not just one) from an accredited university
      - A full time employee with a Bachelor of Science Degree in (construction related) Engineering, Architecture or Construction Science
   b. Certified test score from nationally recognized test – Experior/Block and Associates/Thomson Prometric or ICC or National Fire Protecting Certification Level III or IV
      - A full time employee that has passed the appropriate Nationally Recognized Test (Experior/Block and Associates, Thomson Prometric or ICC Exam) with a score of 75% or higher for the appropriate license category. License Types DM, DE, DP, DF, DR and DS require certification of Master Designation through the appropriate Nationally Recognized Exam with a score of 75% or more.

      Contact Information for ICC (International Code Council) provides exams that require sponsorship from an approved organization. We can sponsor for the following exams; Standard Master Electrician (Exam ID: 554), Standard Master Mechanical (Exam ID: 556), Master Plumbing with Gas (Exam ID: 557), Standard General Building Contractor (A) (Exam ID: 550), Standard Building Contractor (B) (Exam ID: 551), Standard Residential Building Contractor (C) (Exam ID: 552), Roofing Contractor/Subcontractor (Exam ID: 553), Standard Fire Suppression Installer/Worker (Exam ID: 563). These are also the exams we require if presenting exam scores from International Code Council www.iccsafe.org. There is a $50 sponsorship fee payable at the time of sponsorship.
      Contact Information for Thomson Prometric provides exams that require sponsorship from a City, County, or State organization. We can sponsor for the following exams; Master Electrical (20112), Master Plumbing with Gas (30323), Master Mechanical (31123), General Construction (10142), Building Construction (10242), Residential Construction (10342), Carpentry (10432), Roofing (11632), Unlimited Swimming Pool (34010), Concrete (10632). These are also the exams we require if presenting exam scores from Prometric http://www.prometric.com/Experior/default.htm. There is a $50 sponsorship fee payable at the time of sponsorship.
   c. A Class D-S license applicant may qualify for a Class D-S license by obtaining certification through the International Code Council Contractor Trades Examinations Program, or Prometric National Construction Program, or their successors, or other appropriate test given by a nationally-recognized testing organization and approved by the Board. A Class D-S license applicant may also qualify for licensure by education by providing evidence (Copy of diploma and transcript are required) that they have been awarded a bachelor's degree in engineering, architecture, or construction science from an accredited college or university. In addition, until December 31, 2010, a D-S license may be obtained upon verification that a person or a firm's designated representative has not less than 5 years of full-time experience in the trade.
   d. A "Class D-W License" shall entitle the holder thereof to install, maintain, repair, alter, or add to any wood framing or rough carpentry necessary to construct framed wooden structures, including but not limited to, sub-flooring, siding, exterior staircases, wood decks, associated guard rails, wood framed walls, wood framed ceilings and roof assemblies, structural wood components, engineered wood products, doors, windows, and sheathing. Such contractor shall be responsible for the training and oversight of all tradesmen in its employment as well as the means, method, and manner of construction, improvement, renovation, repair, and maintenance on a construction project including any wood framing and rough carpentry. The qualification method: A Class D-W license applicant may qualify for a Class D-W License by obtaining certification by successfully passing a test approved by the Board. A Class D-W License applicant may also qualify for licensure by education or by any other method approved by these Regulations. In addition, until December 31, 2010, a D-W License may be obtained upon verification that a person or a firm's designated representative has not less than 5 years of full-time experience in the trade.

Contractor Licensing

JOHNSON COUNTY, KANSAS CONTRACTOR LICENSING
111 S. Cherry St., Suite 1000, Olathe, Kansas 66061
Telephone (913) 715-2233 – Fax (913) 715-2232
E-mail contractor.licensing@jocogov.org
Web Site http://contractorlicensing.jocogov.org

A description of tests which may be approved by the CLRB: D-W License applicants may obtain a D-W License upon successfully passing a CLRB-approved test which test may be written, verbal, or practical, or a combination of such methods, and shall be designed to determine the framing and rough carpentry skills, knowledge, and competency of the applicant. Class A, Class B, Class C, and Class D-R license holders may engage in framing, subject to the following: Nothing will prohibit a Class A, Class B, Class C, or Class D-R license holder from undertaking wood framing or rough carpentry of a structure that the Contractor is otherwise entitled to construct, remodel, repair, or demolish. Conversion of Class A, Class B, or Class C licenses to Class D-W licenses: Any holder of a Class A, Class B, or Class C may, but shall not be required to, surrender such license for cancellation and receive a Class D-W License without further testing, and without the payment of any additional fee or the taking of any qualifying test.

4. **Valid Drivers' License or Government Issued Photo ID of Qualified Individual**
5. **Digital Photo of the Qualified Individual** – Photo must be either taken or provided to Contractor Licensing. Photo can be E-mailed to **contractor.licensing@jocogov.org** photo must be in .jpg format. A Drivers' License and/or Government ID cannot be used for the requirement for item #5.
6. **Secretary of State Certificate of Good Standing:** All corporate entities are required to submit proof of good standing from the state in which they are registered. Sole proprietor companies will not be required to submit this evidence. The Certificate of Good Standing can be printed from your State website from which your company is registered or incorporated.
7. **All Qualifying Individuals** must complete a minimum of Eight (8) Hours of approved continuing education per Year, Per License in order to renew a license for the following year **(NO EXCEPTIONS)**. Education requirements are regulated after a company becomes licensed. Your company does not have to attend continuing education prior to applying for a license. Again, the license(s) runs calendar year from January to December with no proration.
   Education opportunities are provided by Contractor Licensing twice each year. **All Specialty License holders Class "D-" must complete Four (4) hours of continuing education in their field.** The other Four (4) hours can be either code or non-code credit.
8. **All Contractor Licenses will EXPIRE 12/31 of each Calendar Year.** Annual Renewal License fee is $200.00 if paid before January 31, of the following year. All incomplete renewal applications received after January 31, of the following year will be accessed a $75.00 late fee.

Contractor Licensing

CONTRACTOR LICENSING
JOHNSON COUNTY, KANSAS
111 S. Cherry St., Suite 1000, Olathe, Kansas 66061
Telephone (913) 715-2233 – Fax (913) 715-2232
E-mail contractor.licensing@jocogov.org
Web Site http://contractorlicensing.jocogov.org

LICENSE TYPES

NO Contractor License may be Transferred or Reassigned

Class "A" General Contractor
Class "A" License shall entitle the holder thereof to construct, remodel, repair, and demolish any structure. **NOTE: A Class "A" license shall not entitle the license holder to perform HVAC service, Plumbing service, Electrical service or Fire Protection service.**

Class "B" Building Contractor
Class B License shall entitle the holder thereof to construct, remodel, repair, and demolish all structures not exceeding three (3) stories in height. A Class B License shall also entitle the license holder to perform non-structural remodeling, tenant finish, and repairs of all structures. **NOTE: A Class "B" license shall not entitle the license holder to perform HVAC service, Plumbing service, Electrical service or Fire Protection service.**

Class "C" Residential Contractor
Class C License shall entitle the holder thereof to construct, remodel, repair, and demolish single-family or duplex residences and buildings accessory thereto. **NOTE: A Class "C" license shall not entitle the license holder to perform HVAC service, Plumbing service, Electrical service or Fire Protection service.**

Class DM - Mechanical Contractor
Class DM License shall entitle the holder thereof to perform **only HVAC services**.

CLASS DE - Electrical Contractor
Class DE License shall entitle the holder thereof to perform **only Electric services**.

CLASS DP - Plumbing Contractor
Class DP License shall entitle the holder thereof to perform **only Plumbing services.**

CLASS DF - Fire Protection Contractor
Class DF license shall entitle the holder thereof to perform **only Fire Sprinkler and Protection services**.

CLASS DR - Roofing Contractor
Class DR License shall entitle the holder thereof to perform **only Roofing services**.

CLASS DS - Swimming Pool Contractor -
Class DS License shall entitle the holder thereof to perform **only Swimming Pool services**. A Class DS Swimming Pool license shall entitle the holder thereof to install outdoor or indoor, above ground, or below ground swimming pools, spas, or hot tubs, including installations of solar heating and appurtenant equipment associated with such construction. The appurtenant equipment associated with such construction" include electric pumps, filters, drains, barriers, and audible enclosure alarms. It would not include electrical work such as, installing or relocating service equipment or service drops falling within prohibited or protected areas, the installation of branch circuits, or service upgrades. DS contractors would be able to install required alarms associated with doors entering the pool area from dwellings. Swimming pool contractors would be able to engage in plumbing limited to the installation of pool drains, filter piping, and anti-entrapment devices. Pool contractors would be able to install swimming pool barrier fencing. DS contractors would not be able to install retaining walls supporting a surcharge.

Contractor Licensing

CONTRACTOR LICENSING
JOHNSON COUNTY, KANSAS
111 S. Cherry St., Suite 1000, Olathe, Kansas 66061
Telephone (913) 715-2233 – Fax (913) 715-2232
E-mail contractor.licensing@jocogov.org
Web Site http://contractorlicensing.jocogov.org

CLASS DW – Wood Framing Contractor –

Class DW License shall entitle the holder thereof to install, maintain, repair, alter, or add to any wood framing or rough carpentry necessary to construct framed wooden structures, including but not limited to, sub-flooring, siding, exterior staircases, wood decks, associated guard rails, wood framed walls, wood framed ceilings and roof assemblies, structural wood components, engineered wood products, doors, windows, and sheathing. Such contractor shall be responsible for the training and oversight of all tradesmen in its employment as well as the means, method, and manner of construction, improvement, renovation, repair, and maintenance on a construction project including any wood framing and rough carpentry. The qualification method: A Class D-W license applicant may qualify for a Class D-W License by obtaining certification by successfully passing a test approved by the Board. A Class D-W License applicant may also qualify for licensure by education or by any other method approved by these Regulations. In addition, until December 31, 2010, a D-W License may be obtained upon verification that a person or a firm's designated representative has not less than 5 years of full-time experience in the trade.

A description of tests which may be approved by the CLRB: D-W License applicants may obtain a D-W License upon successfully passing a CLRB-approved test which test may be written, verbal, or practical, or a combination of such methods, and shall be designed to determine the framing and rough carpentry skills, knowledge, and competency of the applicant. Class A, Class B, Class C, and Class D-R license holders may engage in framing, subject to the following: Nothing will prohibit a Class A, Class B, Class C, or Class D-R license holder from undertaking wood framing or rough carpentry of a structure that the Contractor is otherwise entitled to construct, remodel, repair, or demolish. Conversion of Class A, Class B, or Class C licenses to Class D-W licenses: Any holder of a Class A, Class B, or Class C may, but shall not be required to, surrender such license for cancellation and receive a Class D-W License without further testing, and without the payment of any additional fee or the taking of any qualifying test.

Contractor Licensing

CONTRACTOR LICENSING
JOHNSON COUNTY, KANSAS
111 S. Cherry St., Suite 1000, Olathe, Kansas 66061
Telephone (913) 715-2233 – Fax (913) 715-2232
E-mail contractor.licensing@jocogov.org
Web Site http://contractorlicensing.jocogov.org

2010 Application

LICENSE FEE - $200 License Fee (Each License Not Each Qualified Individual)

REGISTRATION FEE - $100 One-Time Registration Fee

Total of $300.00 for Activation of One License (One check will be sufficient).
Please Note: Fees are Non-Refundable. NO Contractor License may be Transferred or Reassigned.

Methods of payments: Cash, Money Order, Checks (Make Checks Payable to Contractor Licensing), Credit Card (We Accept Visa, MasterCard, and Discover)

License Type Requested (Check One) **Please complete separate application for each license.**

- ❑ Class A – General Contractor
- ❑ Class B – Building Contractor
- ❑ Class C – Residential Contractor
- ❑ Class DW – Wood Framing Contractor
- ❑ Class DM – Mechanical Contractor
- ❑ Class DE – Electrical Contractor
- ❑ Class DP – Plumbing Contractor
- ❑ Class DF – Fire Protection Contractor
- ❑ Class DR – Roofing Contractor
- ❑ Class DS – Swimming Pool Contractor

Disclaimer: The Contractor-applicant certifies that the applicant (or the applicant's designated representative) is currently qualified for licensure and is a full-time employee of the Contractor-applicant. Any false statements made in this application by the Contractor-applicant licensee will result in license suspension or revocation.

COMPANY INFORMATION: Please Print or Type Legibly

Company Name

Mailing Address City State Zip

Telephone Number Fax No.

Owner or Authorized Individual Signature Owner/Authorized Individual Print Name Date

Company Contact Individual other than Qualified Individual – Print Name & Telephone Number

Company Contact Individual other than Qualified Individual – E-mail Address

Contractor Licensing

CONTRACTOR LICENSING
JOHNSON COUNTY, KANSAS
111 S. Cherry St., Suite 1000, Olathe, Kansas 66061
Telephone (913) 715-2233 – Fax (913) 715-2232
E-mail contractor.licensing@jocogov.org
Web Site http://contractorlicensing.jocogov.org

Company Authorization Listing

#1 - QUALIFYING INDIVIDUAL) **Please Print or Type Legibly – (The contractor/individual who qualified company for license. If you have more than two qualified individuals please make a copy of the Company Individual Listing Form.) DOB - Date of Birth is now required to help accurately track each individual's information.** FORM(S) MUST BE SIGNED BY ALL QUALIFYING INDIVIDUALS

NAME: (First) (Middle Initial) (Last) (Cell Phone)

___/___/___
DOB – Date of Birth **(Required)** Qualified Individual E-mail Address

Qualifying Individual's Signature **(Required)** Date

#2 - QUALIFYING INDIVIDUAL) **Please Print or Type Legibly – (The contractor/individual who qualified company for license. If you have more than two qualified individuals please make a copy of the Company Individual Listing Form.) DOB - Date of Birth is now required to help accurately track each individual's information. FORM(S) MUST BE SIGNED BY ALL QUALIFYING INDIVIDUALS**

NAME: (First) (Middle Initial) (Last) (Cell Phone)

___/___/___
DOB – Date of Birth **(Required)** Qualified Individual E-mail Address

Qualifying Individual's Signature **(Required)** Date

PERMITTEES: List of personnel authorized to obtain permits under this license: Each Company is limited to Ten (10) Permittee cards. For each additional permittee card over 10 there will be a $5.00 charge. **Please Print or Type Legibly. DOB - Date of Birth is now required to help accurately track each individual's information.**

NAME: FIRST NAME, LAST NAME	DOB	NAME: FIRST NAME, LAST NAME	DOB
1.	/ /	11.	/ /
2.	/ /	12.	/ /
3.	/ /	13.	/ /
4.	/ /	14.	/ /
5.	/ /	15.	/ /
6.	/ /	16.	/ /
7.	/ /	17.	/ /
8.	/ /	18.	/ /
9.	/ /	19.	/ /
10.	/ /	20.	/ /

Contractor Licensing

CONTRACTOR LICENSING
JOHNSON COUNTY, KANSAS
111 S. Cherry St., Suite 1000, Olathe, Kansas 66061
Telephone (913) 715-2233 – Fax (913) 715-2232
E-mail contractor.licensing@jocogov.org
Web Site http://contractorlicensing.jocogov.org

Insurance and Secretary of State

Insurance Information: **Please Print or Type Legibly REQUIRED** (**ALL** Company(s) must provide a certificate of insurance with renewal application.) Information requested must be completed. If company(s) does not carry Workmen's Compensation please print or type "None" in blanks.

Name of Insurance Carrier (General Liability)

Agent's Name Agent's Telephone

Name of Insurance Carrier (Workmen's Compensation)

Agent's Name Agent's Telephone

INSURANCE REQUIREMENTS

Before a license will be issued, the contractor shall furnish to Contractor Licensing, Johnson County, Kansas, a Certificate of Insurance verifying such coverage.

INSURANCE: The contractor shall be required to maintain and carry in force, for the duration of the license, insurance coverage and a Certificate of Insurance verifying such coverage as set forth below.

A. General Liability
A minimum of one million dollars ($1,000,000.00) combined single limit per occurrence for bodily injury, personal injury and property damage and a minimum one million dollars ($1,000,000.00) completed operations provisions. (Include all states endorsements.) Before a license will be issued, the contractor shall furnish to Contractor Licensing, Johnson County, Kansas, a Certificate of Insurance verifying such coverage.

B. Worker's Compensation and Employer's Liability
1. Worker's Compensation as required by Kansas Statutes. If the contractor is exempt from the Worker's Compensation requirements, the contractor must submit a letter stating the exemption.
2. Employer's Liability $100,000 each occurrence. (Include all states endorsements)

The certificate holder on the Certificate of Insurance shall be as follows:

Board of County Commissioners
Johnson County, Kansas
c/o Contractor Licensing
111 South Cherry Street, Room 1000
Olathe, Kansas 66061-3486

Prior to any reduction in coverage or limits, or cancellation, the Board of County Commissioners, Johnson County, Kansas, its officers, commissions, agents and employees will be given thirty (30) days advanced written notice by registered mail to the stated address of the certificate holder.

SECRETARY OF STATE CERTIFICATE OF STANDING: All corporate entities (Inc., LLC, Co., Corp., etc.) are required to submit proof of good standing from the state in which they are registered. Sole proprietor companies will not be required to submit this evidence. If company is not in good standing with state the renewal application will be returned, and company can resubmit application upon acquiring satisfactory standing with state. To obtain information contact the Secretary of State Company registered corporation or other entity.
http://www.accesskansas.org/srv-corporations/search.do) The Certificate of Good Standing can be printed from your State website from which your company is registered or incorporated.

CONTRACTOR LICENSING
JOHNSON COUNTY, KANSAS
111 S. Cherry St., Suite 1000, Olathe, Kansas 66061
Telephone (913) 715-2233 – Fax (913) 715-2232
E-mail contractor.licensing@jocogov.org
Web Site http://contractorlicensing.jocogov.org

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 employee another individual I must provide Worker's Compensation Insurance Coverage as required by the State of Kansas and furnish Contractor Licensing, Johnson County, Kansas with a certificate of insurance.

_____
Signature **Date**

STATE)
) **SS.**
COUNTY OF)

BE IT REMEMBERED, that on this _____day of _____, 20_____
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

_____ SEAL
My Commission Expires

Contractor Licensing

CONTRACTOR LICENSING
JOHNSON COUNTY, KANSAS
111 S. Cherry St., Suite 1000, Olathe, Kansas 66061
Telephone (913) 715-2233 – Fax (913) 715-2232
E-mail contractor.licensing@jocogov.org
Web Site http://contractorlicensing.jocogov.org

PARTICIPATING JURISDICTIONS

City of Basehor
2620 N. 155th Street
P.O. Box 406
Basehor, KS 66007
(913) 724-1370
www.cityofbasehor.org

City of De Soto
32905 W. 84th Street
P.O. Box C
De Soto, KS 66018
(913) 583-1182
www.desotoks.us

City of Fairway
4210 Shawnee Mission Pkwy, #100
Fairway, KS 66205
(913) 262-0350
www.fairwaykansas.org

City of Gardner
120 E. Main Street
Gardner KS 66030
(913) 856-7535
www.gardnerkansas.com

City of Leawood
4800 Town Center Drive
Leawood, KS 66211
(913) 339-6700
www.leawood.org

City of Lenexa
12350 W. 87th Street Parkway
Lenexa, KS 66215
(913) 477-7500
www.ci.lenexa.ks.us

City of Mission
Mission City Hall
6090 Woodson
Mission, KS 66202
www.mission-ks.org

City of Olathe
100 E. Santa Fe
Olathe, KS 66061
(913) 971-8600
www.olatheks.org

City of Overland Park
8500 Santa Fe Drive
Overland Park, KS 66212
(913) 895-6231
www.opkansas.org

City of Prairie Village
7700 Mission Road
Prairie Village, KS 66208
(913) 381-3464
www.pvkansas.com

City of Shawnee
11110 Johnson Drive
Shawnee, KS 66203
(913) 631-2500
www.cityofshawnee.org

City of Spring Hill
401 N Madison Street
PO Box 424
Spring Hill, KS 66083
(913) 592-3664
www.springhillks.com

Unincorporated Johnson County
111 S. Cherry Street, Suite 3500
Olathe, Kansas 66061
(913) 715-2200
http://planning.jocogov.org

Some participating jurisdictions may also require occupational licensing to conduct business within their city limits.