



**APPLICATION FOR A CONTRACTOR LICENSE**

City of Laramie Code Administration Division

P.O. Box C

Laramie, WY 82073

Phone: (307) 721-5271 Fax: (307)721-5248

New License

Renewal

**License Classification**

- Electrical Contractor
- Fire Protection Contractor
- Petroleum Products Piping Contractor

- Plumbing Contractor
- Gas Service Contractor
- Refrigeration Contractor
- Lawn Sprinkler Contractor

- Water and Sewer Utility Contractor
- Mechanical Contractor
- Water Softener Contractor

**Applicant**

Business Name: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Business Telephone: (\_\_\_\_) \_\_\_\_\_ Business Fax Number: (\_\_\_\_) \_\_\_\_\_ e-mail: \_\_\_\_\_

Type of Business:  Sole Proprietor  Partnership  Corporation  LLC  Other \_\_\_\_\_

Describe the type of work that your company performs: \_\_\_\_\_

Do you perform any electrical, low-voltage or limited electrical work that requires a State Electrical License?  Yes  No

If yes, provide a copy of the license with this application.

Do you have employees that require registration with Wyoming Department of Worker's Compensation?  Yes  No

**Certified Supervisor**

Supervisor or Master Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_ e-mail: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_

City of Laramie Certificate Number: \_\_\_\_\_  Pending Approval

I am the certified supervisor or master for this license. I agree to oversee and supervise the work undertaken by the license holder and to serve as the primary contact between the City of Laramie and the licensee.

\_\_\_\_\_  
Supervisor or Master Signature

\_\_\_\_\_  
Date

**Certification**

I certify that the information in this application is complete and accurate and that I am familiar with the City of Laramie regulations pertaining to licensing and construction and agree to comply with them.

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

**THE FOLLOWING MUST BE INCLUDED WITH YOUR COMPLETED APPLICATION:**

- Worker's Compensation Certificate of Good Standing if required
- Current Certificate of Liability Insurance
- Current State of Wyoming Electrical, Low-Voltage or Limited Electrical License if required
- Renewal or new license fee

## CONTRACTOR LICENSE APPLICATION

Attached is an application for a contractor license. Please read it carefully and complete **all** blanks by typing or printing the information. If you need assistance, please contact Code Administration Department at (307) 721-5271.

It is important that you are aware of the distinction between the **license** and the **certificate of qualification**. A license holder may be an individual, business, or corporation who is responsible for the work covered by the license. The certificate of qualification holder is an individual, either the license holder or an employee, who is responsible for overseeing any work in progress and who serves as the primary contact between the City and the license holder. Every license holder must be represented at all times by a person holding a current City of Laramie master or supervisor certificate of qualification.

The purpose of this concept is to insure that a qualified individual will be providing on-site supervision during all phases of construction. As a potential license holder, you should be aware that the certificate holder's failure to provide personal supervision in accordance with the requirements outlined by the Laramie Municipal Code can be grounds for suspension of a license. You must notify the City within **ten (10)** days if the designated certificate holder leaves your employ.

*\*\*All licenses run from January 1 through December 31 of each calendar year. Failure to renew by December 31 will result in the need for a new license and pay new license fee.*

**\*\*In addition to license fees, an appropriate business location, telephone number (answered during normal business hours), certificate of insurance in the amount of \$500,000.00 combined single limit coverage with the City receiving 20 days notice in the event of cancellation, and proof of workers' compensation coverage, if required, must be provided with your application.**

Upon issuance of a license, applicants should be familiar with all-applicable codes and ordinances and be prepared to comply with them.

<u>License Classification</u>	<u>New License Fee</u>	<u>Renewal Fee</u>
Water Softener Contractor	\$150.00	\$20.00
Fire Protection Contractor	\$150.00	\$20.00
Petroleum Products Piping Contractor	\$150.00	\$20.00
Lawn Sprinkler System	\$150.00	\$20.00
Electrical Contractor	\$200.00	\$25.00
Plumbing Contractor	\$300.00	\$35.00
Mechanical Contractor	\$300.00	\$35.00
Gas Service Contractor	\$300.00	\$35.00
Refrigeration Contractor	\$300.00	\$35.00
Water and Sewer Utility Contractor	\$300.00	\$35.00

A complete copy of contractor regulations are available from the Code Administration Office, 405 Grand Ave., Laramie, WY 82070; (307) 721-5271.

- |  |   |
|--|---|
| <input type="checkbox"/> Contractor's Application (filled out completely)  | <input type="checkbox"/> Certificate of Insurance with the City of Laramie; <i>Code Administration</i> as a certificate holder. |
| <input type="checkbox"/> Certification of Qualification (filled out completely)  | <input type="checkbox"/> Current proof of Worker's Compensation.  |
| <input type="checkbox"/> Verification of Experience (filled out completely), verified by someone other than yourself, signed in front of a Notary. | <input type="checkbox"/> Payment for Contractor and Supervisor's Licenses.  |
|  | <input type="checkbox"/> Copies of current city/state licenses.   |