



## CITY OF IOLA CONTRACTOR LICENSE APPLICATION FORM

Applications Will Not Be Processed Until All Requested Information Has Been Provided

New License Application

License Renewal Application

**Please check the box beside the license you are applying for:**

Sanitation Service Contractor     Demolition/Excavation Contractor     Tree Service Contractor

\*Mechanical Contractor     \*Plumbing Contractor     \*Electrical Contractor     Building Contractor

\* Electrical, Mechanical and Plumbing Contractors must have a designated master tradesman, licensed with the City of Iola, employed by the company in order to take out a permit for Electrical, Mechanical or Plumbing work.

Designated Master: \_\_\_\_\_ Phone # \_\_\_\_\_

**License fee is \$45.00**

### Company Information:

Please fill in the requested information about your company and return the form, along with the appropriate fee, to the address below.

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

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email \_\_\_\_\_

Business Insurance Carrier: \_\_\_\_\_ Agent Name \_\_\_\_\_

Address \_\_\_\_\_ Phone# \_\_\_\_\_

The City of Iola must have on file at the Code Services Office a current certificate of liability insurance with the City of Iola listed as the certificate holder in the amount of \$500,000.00 for Building, Sanitation Service and Tree Service Contractors and \$1,000,000.00 for Electrical, Mechanical, Plumbing, Demolition/Excavation Contractors.

**REGISTRATION & LICENSE EXPIRES DECEMBER 31<sup>ST</sup> OF EACH CALENDAR YEAR**

**All contractors are responsible for operating their business in compliance with all applicable City, State and federal laws.**

\_\_\_\_\_  
(Signature of company representative)

\_\_\_\_\_  
(Date)

For Office Use:

Date received \_\_\_\_\_ Fee Paid \_\_\_\_\_ License Number \_\_\_\_\_

No permit shall be issued to any person, firm or corporation to do or cause to be done any plumbing, electrical, mechanical or gas fitting work regulated by the Iola Kansas Codes unless such person, firm or corporation is a registered; licensed contractor.

No permit shall be issued to any person, firm or corporation to do or cause to be done any new construction of a structure, or make structural repairs, remodel, alter or add on to any existing structures unless such person, firm or corporation is a registered; licensed Contractor.

Exceptions:

- a. Any permit required by the Iola Codes may be issued to an unlicensed, unregistered person to do any work regulated by the Codes in a single-family dwelling that is used exclusively for residential purposes, including the usual accessory buildings, providing that the person certifies that he/she is the recorded owner of such dwelling and accessory buildings and the same are occupied by said owner. Further, all work performed by the unlicensed, unregistered person shall be limited to only that work on his / her own property. Any plumbing or electrical work that connects directly to the City owned utility and all gas piping installation or repair shall be specifically excluded.

The following conditions apply to the above exception:

- All work must comply with the applicable codes, ordinances and policies of the City of Iola that are in force at the time the project is started.
- The permit holder must request all inspections that are required for the work being done.
- If the Code Services Officer determines that the work is not being performed to meet the minimum standards of The Iola Code in a safe, workman-like manner he/she shall order the work stopped and the permit holder must retain a licensed contractor to complete the project.

#### **License Categories :**

**Electrical Contractor** is a person, firm or corporation that is engaged in the business of installing or repairing electrical wiring, appliances, fixtures, etc. and who has been issued a Certificate of Competency as a Master Electrician or employs personnel who have been issued a Certificate of Competency as a Master Electrician from Block / Experior or The International Code Council (ICC) and who has on file with the Code Services Office a certificate of insurance with the City of Iola listed as the certificate holder.

**Mechanical Contractor** is a person, firm or corporation that is engaged in the business of installing, altering, repairing, replacing or maintaining heating, air conditioning, ventilation, duct work, and / or mechanical refrigeration systems and who has been issued a Certificate of Competency as a Mechanical Master or employs personnel who have been issued a Certificate of Competency as a Mechanical Master from Block / Experior or The International Code Council (ICC) and who has on file with the Code Services Office a certificate of insurance with the City of Iola listed as the certificate holder.

**Plumbing Contractor** is a person, firm or corporation that is engaged in the business of installing, repairing and / or altering plumbing, gas fitting, drainage and sewer systems and associated fixtures and who has been issued a Certificate of Competency as a Master Plumber or employs personnel who have been issued a Certificate of Competency as a Master Plumber from Block / Experior or The International Code Council (ICC) and who has on file with the Code Services Office a certificate of insurance with the City of Iola listed as the certificate holder.

**Building Contractor** is a person, firm or corporation who has been issued a Building Contractor License from The Iola Code Services Office and who has on file with the Code Services Office a certificate of insurance, with the City of Iola listed as the certificate holder, may conduct or engage in the business of performing new

construction of a structure and the making of structural repairs, remodeling, alterations or additions to any existing structures.

**Demolition/Excavation Contractor** is any person, firm or corporation who is engaged in the business of demolishing any existing structures or excavation, trenching or other earth moving activities and who has been issued a Demolition / Excavation Contractor License from The Iola Code Services Office and who has on file with the Code Services Office a certificate of insurance, with the City of Iola listed as the certificate holder.

**Tree Service Contractor** is a person, firm or corporation that has registered with the City and is engaged in business of tree removal and trimming and has a valid certificate of insurance on file with the Code Services Office, with the City of Iola listed as the certificate holder.

**Sanitation Service Contractor** is a person, firm or corporation that has registered with the City and is engaged in business of trash and garbage removal and has a valid certificate of insurance on file with the Code Services Office, with the City of Iola listed as the certificate holder.

**Master Electrician** is a person who has been issued a Certificate of Competency as a Master Electrician from Block / Experior or The International Code Council (ICC) who may conduct or engage in the business of performing electrical work for an Electrical Contractor.

**J Journeyman Electrician** is a person who has been issued a Certificate of Competency as a Journeyman Electrician from Block / Experior or The International Code Council (ICC) and does work under the insurance of a licensed contractor and is capable of supervising and directing electrical work in the absence of the Master Electrician.

**Master Plumber** is a person who has been issued a Certificate of Competency as a Master Plumber from Block / Experior or The International Code Council (ICC) who may conduct or engage in the business of performing plumbing work for a Plumbing Contractor.

**J Journeyman Plumber** is a person who has been issued a Certificate of Competency as a Journeyman Plumber from Block / Experior or The International Code Council (ICC) and does work under the insurance of a licensed contractor and is capable of supervising and directing plumbing work in the absence of the Master Plumber.

**Mechanical Master** is a person who has been issued a Certificate of Competency as a Mechanical Master from Block / Experior or The International Code Council (ICC) and who has on file with the Code Services Office a certificate of insurance with the City of Iola listed as the certificate holder, who may conduct or engage in the business of performing mechanical work for a Mechanical Contractor.

**Mechanical Journeyman** is a person who has been issued a Certificate of Competency as a Mechanical Journeyman from Block / Experior or The International Code Council (ICC) and does work under the insurance of a licensed contractor and is capable of supervising and directing mechanical work in the absence of the Mechanical Master.

**Master Gas Pipe Fitter** is a person who has been issued a Certificate of Competency as a Master Gas Pipe Fitter from Block / Experior or The International Code Council (ICC) and does work under the insurance of a Registered Contractor and is capable of supervising and directing gas pipe fitting work.

**J Journeyman Gas Pipe Fitter** is a person who has been issued a Certificate of Competency as a Journeyman Gas Pipe Fitter from Block / Experior or The International Code Council (ICC) and does work under the insurance of a Registered Contractor and is capable of supervising and directing gas pipe fitting work in the absence of the Master Gas Pipe Fitter.

**Apprentice** is a person who has not been issued any Certificate of Competency and who is not qualified to supervise or direct work and who works under the direct supervision of a Master or Journeyman.

**\*Residential Electrician** is a person who has been issued a Certificate of Competency as a Residential Electrician from Block / Experior or The International Code Council (ICC) and does work under the insurance of a Registered Contractor, may conduct or engage in the business of performing electrical work limited to one and two family residential dwellings and accessory buildings incidental to those dwellings. The holder of this certificate shall perform no commercial or industrial work.

**\*Residential Plumber** is a person who has been issued a Certificate of Competency as a Residential Plumber from Block / Experior or The International Code Council (ICC) and does work under the insurance of a Registered Contractor, may conduct or engage in the business of performing plumbing work limited to one and two family residential dwellings and accessory buildings incidental to those dwellings. The holder of this certificate shall perform no commercial or industrial work.

\* Exception: A person who owns residential property(s) that he or she uses as rentals may perform electrical and/or plumbing work on the property(s) if they are licensed with the City of Iola as a Residential Electrician and/or Residential Plumber. Licensee is responsible for obtaining the required permits and scheduling inspections. The holder of these licenses need not work under a Registered Contractor as long as they only work on residential property that they are the recorded owner of. Absolutely no commercial or industrial work can be done. The licensee must do all work and no work can be done for hire, trade or any other thing of value. Violating the provisions of this exception will be cause for revocation of the license.

**Insurance requirements:**

All contractors are required to have and maintain on file with the City of Iola, a current certificate of liability insurance, with the City of Iola listed as the certificate holder. They must also comply with the workmen's compensation act, if applicable, and provide the City of Iola with a certificate on this insurance coverage. Contractors must comply with the State of Kansas laws pertaining to the vehicles they operate in conjunction with their business. In the event that the contractors insurance should lapse, be canceled or allowed to expire the contractor's license shall be void. No permits will be issued to the contractor until the license is reinstated.

**Electrical, Plumbing and Mechanical Contractors** must have a minimum of \$1,000,000 general liability insurance with a completed products rider and must comply with the worker's compensation act.

**Building, Sanitation Service and Tree Service Contractors** must have a minimum of \$500,000 general liability insurance and must comply with the workers compensation act.

**License fees; duration:**

All license will expire on December 31<sup>st</sup> of each year. Licenses may be renewed anytime after December 1<sup>st</sup> through January 10<sup>th</sup>. If not renewed by the end of the business day on January 10<sup>th</sup> the license will expire and no permits will be issued until the license is reinstated. A \$20.00 administrative fee will be added to the renewal fee for reinstatement of an expired license.

Contractor License-----	\$45.00
Master Trade License -----	\$30.00
J Journeyman Trade License-----	\$20.00
Apprentice Trade License -----	\$10.00
Residential Electric Trade License -----	\$25.00
Residential Plumbing Trade License -----	\$25.00

**Performance Standard:**

All work done by licensed contractors and tradesmen within the city limits of Iola shall be performed in accordance to The Iola Kansas Code. The contractor shall apply for the necessary permits and schedule all inspections that are required.

**Penalty for Violation:**

Any violation of this article is a class C misdemeanor and is punishable by fine and / or imprisonment or both.

**Suspension of License:**

The building trades or housing appeals board shall be authorized to suspend the license of any licensee for a period of up to 30 days upon satisfactory showing to the appropriate board that the licensee has deliberately and knowingly not complied with the ordinances and codes governing the work he or she is licensed to perform. The appropriate board may revoke the license of a licensee for a period of one (1) year for repeated violations.

**Display on Demand:**

It shall be the duty of every licensee to show his or her license issued under this article to any city official or law enforcement officer who shall ask to see the same.

**License Testing Procedure:**

Examination to determine competency for all categories that require testing shall be administered by Experior or The International Code Council (ICC).