

CONTRACTOR QUALIFICATIONS FOR TESTING/LICENSURE

Examinations will be scheduled after:

1. Receipt of a completed license application including education, experience, and address sections. Applications shall be submitted to the Building Inspector or his duly authorized representative(s) thirty days prior to the date of examination.
2. Receipt of separate certificate applications for all plumbers, electricians, mechanical installers, gasfitters, and water treaters and supporting documentation.
3. Submission of license fees, certificate fees, and test application fees to City of Great Bend. Testing fees are paid directly to Block & Associates.
4. Submission of certificate of insurance and/or surety bond meeting City of Great Bend license requirements.
5. Verification of minimum age (18) by picture identification.
6. Verification of education (if used to compile minimum years of experience).
7. Receipt of two notarized letters of recommendation attesting to the character and financial responsibility of the applicant.
8. Approval of the Board.

Licensing requirements for minimum years of practical and related experience are attached for Class A-H.

Related accredited training or education within the scope of the license desired may account for up to one year of the required years of practical experience.

All experience requirements include, but are not limited to construction foreman, job superintendent, contractor, designer, engineer or architect.

PLEASE PROVIDE TESTING DATA AND CONTINUED EDUCATION UNITS.

APPLICATION FOR CONTRACTOR'S LICENSE

DATE: _____

Application is hereby made for a license as follows:

**** (Please check one.** Separate applications are required for more than one license. Testing and Board approval may be required. Boards meet once a month.)

	NEW	RENEWAL
<input type="checkbox"/> Class A General Contractor	\$120.00	\$80.00
<input type="checkbox"/> Class B Building Contractor	\$120.00	\$80.00
<input type="checkbox"/> Class C Residential Contractor	\$120.00	\$80.00
<input type="checkbox"/> Class D Roofing Unlimited Contractor	\$75.00	\$50.00
<input type="checkbox"/> Class E Roofing Limited Contractor	\$75.00	\$50.00
<input type="checkbox"/> Class F Limited Contractor _____	\$75.00	\$50.00
<input type="checkbox"/> Class G Demolition Contractor	\$75.00	\$50.00
<input type="checkbox"/> Class H House Mover	\$75.00	\$50.00
<input type="checkbox"/> Electrical Contractor	\$120.00	\$80.00
<input type="checkbox"/> Mechanical Contractor	\$120.00	\$80.00
<input type="checkbox"/> Plumbing Contractor (includes Gas & WT)	\$120.00	\$80.00
<input type="checkbox"/> Gasfitting Contractor (Gas Only)	\$75.00	\$50.00
<input type="checkbox"/> Water Treating Contractor (WT Only)	\$75.00	\$50.00

****ALL LICENSES EXPIRE JUNE 30TH AND ARE NOT PRORATED. FEES DO NOT INCLUDE CERTIFICATE FEES, PLAN FEES OR PERMIT FEES.**

BUSINESS NAME: _____
 STREET ADDRESS: _____
 CITY, STATE, ZIP: _____
 TELEPHONE: _____ FAX: _____
 EMAIL ADDRESS: _____

RESIDENT SUPERVISOR'S NAME: _____
 LOCAL/HOME ADDRESS: _____
 CITY, STATE, ZIP: _____
 TELEPHONE: _____

LIST ALL PARTNERS OR CORPORATION OFFICERS INCLUDING THE QUALIFIED PERSON FOR CORPORATE LICENSES WHEN NOT AN OFFICER OF THE CORPORATION:

<u>NAME AND POSITION</u>	<u>ADDRESS</u>	<u>TELEPHONE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

1. Has the business of any member of the firm ever held a contractor's license or been a member of a firm so licensed in the City of Great Bend?

Yes _____ No _____

If yes, state name and address of licensee, type of license held and periods covered.

2. Name and address of bank or banks:

3. What is the largest bond you have furnished? _____

Have you ever been refused a bond? Yes _____ No _____

If yes, give details: _____

4. Are there any unpaid judgments filed against any property as a result of the construction work of such business or any member of the firm?

Yes _____ No _____

If yes, give details: _____

5. State in detail (or attach) education information, construction qualifications, and experience of each member of the firm, as well as, the resident supervisor to be in charge of work: _____

6. List details of the last three (3) contracts or jobs performed. Include the owner's name, address, type of work performed and contract amount: _____

7. List three (3) persons who are familiar with your construction or contracting qualifications not including supply houses or similar credit references: _____

8. List three (3) supply houses where you have purchased material: _____

9. Certificate of Insurance and Surety Bond – All licenses require current certificate of insurance on file at all times except Class H House Mover. (Information sheet available.) City of Great Bend surety bonds are required for Class G Demolition Contractor and Class H House Mover.

Certificate of Insurance: Issued By _____
 Policy No. _____

Surety Bond: Issued By _____
 Bond No. _____

10. Certificate Required: Certificates are required for all employees working for an electrical contractor, a mechanical contractor, plumbing contractor, gasfitting contractor, and water treating contractor, as well as, uncertified employers. Each employee is to complete a certificate application. Certificate fees are additional to licensing, plan review, and permit fees. (Separate applications and information sheet available. Testing may be required. Board meets once a month.)

Name of Certificated Master _____
Type of Certificate _____
Expiration Date _____

WARNING: Statements made in this application are subject to verification. False or misleading statements may be cause for disapproval of the application.

I hereby certify that the statements contained herein are true to the best of my knowledge and belief. I understand a false statement in answering questions on this application is justification for revocation of a license.

NOTE: An individual must sign this application personally. A partnership application must be signed and acknowledged by each member. A corporation application must also be signed by an officer of the corporation legally authorized to sign corporate documents.

BUSINESS NAME _____

APPLICANT'S SIGNATURE _____ TITLE _____
(Qualified Person)

SIGNATURE _____ TITLE _____
(Partner)

SIGNATURE _____ TITLE _____
(Partner)

SIGNATURE _____ TITLE _____
(Corporation Officer)

State of _____
County of _____

On this _____ day of _____, 20____, he/she/they personally appeared before me whose identity I proved on the basis of satisfactory evidence or proved on the oath/affirmation of _____, a credible witness to be the signer of the above instrument, and he/she/they acknowledged that he/she/they executed it.

Subscribed and sworn to before me, a notary public in and for the County and State aforesaid.

Notary Public

My commission expires _____
(Stamp & Date)

ACTION OF THE BOARD

The Board of Construction, Trades, Examiners of Appeals or the Building Board of Examiners and Appeals, as appropriate, of the City of Great Bend, Kansas, having considered this application, does hereby by majority vote recommend that the Building Inspector take the action indicated below:

TEST REQUIRED	Yes _____	No _____
TYPE OF TEST	_____	
APPLICANT APPROVED FOR BLOCK EXAMINATION	Yes _____	No _____
TEST SCORE (Passing is 75%)	PASS _____	FAIL _____
APPLICANT APPROVED FOR LICENSE	Yes _____	No _____

(IF TEST REQUIRED, UPON ACHIEVING SCORE OF 75% OR GREATER AND SUBMISSION OF ALL FEES AND SUPPORTING DOCUMENTS, LICENSE MAY BE ISSUED.)

DATE OF ACTION: _____

CHAIRMAN, VICE-CHAIRMAN, OR ACTING CHAIRMAN OF THE BOARD