



CITY OF GILLETTE
BUILDING INSPECTION DIVISION
201 E. Fifth Street, 2nd Floor
Gillette, WY 82716
Telephone: (307) 686-5260
www.gillettewy.gov
Email: binsp@gillettewy.gov

INSTRUCTIONS FOR COMPLETING THE CITY OF GILLETTE **CONTRACTOR LICENSE APPLICATION (RENEWAL)**

The City of Gillette has adopted the 2024 IBC, IRC, IFC, IEBC, IMC, IPC and the IFG Codes. Please refer to City Code at www.gillettewy.gov > City Attorney > Current City Code > Chapter 5 “Buildings” for specifics.

Please read each section carefully. Failure to provide required documents will result in the application being returned to you. These documents are a part of the application and should be attached and submitted with the application. **The Application and Required Documents must be in the same business name.**

APPLICATION IS "RENEWAL" IF:

- Applicant is presently licensed with the City and the license to be renewed is in good standing.
- Completed application must be received by Building Inspection within the 30-day grace period to be considered a Renewal.
- Completed applications received within the grace period, but after the corresponding submittal deadline, will **not** keep your license from lapsing.

APPLICATION IS "NEW" IF:

- Applicant has not previously been licensed with the City.
- Applicant was licensed with the City of Gillette for the class of license applying for, however, such **license has expired and the 30-day grace period has lapsed or will lapse prior** to the completed application being received by Building Inspection.
- Applicant wishes to upgrade from Class C license(s) to a Class A, B or R license, from a Class R to a Class A or B license, or from a Class B to a Class A license.
- Applicant wishes to apply for an additional license.
- Applicant has a Class D and/or Class F license and wishes to add a Class A, B, R or C license or another type of Class D or Class F license.

Wyoming Corporate Registration - State of Wyoming Law – Registration is required for Wyoming and out-of- state contractors. **Good Standing:** (<http://wyobiz.wy.gov/>) the printout shall indicate a status of “active” and a standing of “good.” If it does not, contact the Wyoming Secretary of State’s office at **(307) 777-7311**. **This is required annually.**

Workers’ Compensation - Unemployment Insurance - State of Wyoming Law - Wyoming is a monopolistic state. Workers’ compensation and unemployment insurance are required by law and are administrated by the State. Compliance with these Wyoming State Laws is verified by the City during the license application process.

ALL CONTRACTORS MUST BE REGISTERED with Wyoming Worker’s Compensation if they have employees. Please contact Wyoming Worker’s Compensation Division at **(307) 777-6763**. For unemployment insurance requirements contact the Wyoming Unemployment Tax Division at **(307) 235-3217**, or **(307) 235-3673**. To request letters of good standing, please use this link: cogs.state.wy.us

Certificate of Insurance – [] Certificate of Insurance on file is active.

Surety/License & Permit Bond – [] Original Bond/Continuation Certificate on file is active.

Electrical License – State of Wyoming – **If Applicable** – attach copy to application.

Application Renewal Fees

Class A - General Contractor	\$500	Class D - Vocational Contractor	\$ 50
Class B - Building Contractor	\$300	Class F - Fire Suppression Contractor	\$ 75
Class R - Residential Contractor	\$150	Class C - Specialty Contractor	\$ 75

Submittal Deadline - Applications are submitted to the Building Inspection Division for processing. **Incomplete applications will be returned to the applicant.** Completed applications received by 5:00 PM on the Monday before the Board's monthly meeting (Tuesday if Monday is a holiday), will go before the Board for approval at that month's meeting. **Applications received after the deadline listed below will be processed for approval at the next BOE meeting.**

<u>DEADLINE</u>	<u>FOR BOE MEETING ON</u>	<u>DEADLINE</u>	<u>FOR BOE MEETING ON</u>
January 5, 2026	January 13, 2026	July 7, 2026	July 14, 2026
February 2, 2026	February 10, 2026	August 3, 2026	August 11, 2026
March 2, 2026	March 10, 2026	August 31, 2026	September 8, 2026
April 6, 2026	April 14, 2026	October 5, 2026	October 13, 2026
May 4, 2026	May 12, 2026	November 2, 2026	November 10, 2026
June 1, 2026	June 9, 2026	November 30, 2026	December 8, 2026

Energov Online Portal

To apply for a license online, go to the City's website at www.gillettewy.gov Click on 'Apply for Permits & Plans'. Once on the Energov Self Service page, register for an account and then you can apply for the license. Instruction manuals are provided or call the Building Division at 307-686-5260 for assistance.

ADMINISTRATIVE USE ONLY	
Board of Examiners Action	
[] Approved [] Denied	
at ____/____/____ meeting	
License #	<input type="text"/>



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CONTRACTOR LICENSE APPLICATION – (RENEWAL)

Please complete each field - insert N/A if not applicable. See instructions for details and additional information.

DATE OF APPLICATION: ____/____/____

APPLICANT CONTACT INFORMATION

Please remember to contact Building Inspection in writing with any address changes during the year.

Business Name: _____

Mailing Address: _____ City _____ State ____ Zip Code _____

Office Telephone: _____ Fax Number: _____

Master of Record: _____ Other Number: _____

Contact Person's email: _____

CLASS OF LICENSE (Select one): Please note that a separate application is required for each license applied for. Unless the Owner/Master of Record is the same for each license being applied for.

Class D Vocational Contractors

- Electrical
- Gas Pipefitter
- HVAC Mechanical
- Plumbing

Class F Fire Suppression Contractors

- Chemical Fire Suppression
- Fire Alarm
- Sprinkler (Fire/Standpipe)

Building Contractors** (General Contractors)

- Class A-General Contractor
- Class B-Building Contractor
- Class R-Residential Contractor

****May not perform Class D, Class F, Class C Water & Sewer or Class C Electrical category work without holding the appropriate license.**

***May perform all Class C categories except Class C Water & Sewer or Class C Electrical.**

Class C Specialty Contractors (Sub-Contractors)

- Concrete - Structural (Type 1) and Non-Structural (Type 2)
- Drywall & Plaster
- Elevator
- Excavation, Grading, Snow Removal & Demolition
- Framing
- Insulation
- Landscaping, Sprinkler Systems, Tree Trimming & Fencing
- Limited Technician
- Low Voltage Technician
- Manufactured Housing (Type 1)
- Masonry – Structural (Type 1) and Veneer (Type 2)
- Roofing – General/Standard
- Roofing - Shingle
- Signage
- Trim Carpentry, Painting & Flooring
- Water & Sewer Pipe Layer
- Windows, Siding, Gutters & Garage Doors
- Miscellaneous (specify): _____

WYOMING CORPORATE REGISTRATION - Not applicable for sole proprietorships and general partnerships.

TYPE OF BUSINESS ENTITY

- Corporation
- Limited Liability Company
- Limited Partnership
- General Partnership
- Sole Proprietorship
- Other _____

LIST THE NAME AND TITLE OF EVERY OWNER

(Officer, member, partner, sole proprietor, etc.)

EMPLOYEES - Employees that are or will be working in the City limits:

No, applicant does not have employees. **(Continue on to Status Questions)**

Yes, applicant has employees from **Wyoming** **Out-of-State**

WORKERS' COMPENSATION - Letter of Good Standing

Requested from State of Wyoming - Date of Request ____ / ____ / ____

UNEMPLOYMENT INSURANCE - Letter of Good Standing

Requested from State of Wyoming - Date of request ____ / ____ / ____

STATUS QUESTIONS

Please answer each of the following questions. When responding to Questions #1 through #4, if answer is **“Yes”** to any of these questions, **attach copies of relevant paperwork, including court documents, bankruptcy paperwork, if applicable.**

		YES	NO
1.	Has Applicant/Owner had a contractor license or vocational license denied, fined, suspended, or revoked in the past year?		
2.	Are there any liens, lawsuits, or judgments of record pending against Applicant/Owner in the past year (relating to business activities within the scope of this license application)?		
3.	Is Applicant/Owner currently in bankruptcy proceedings or operating under a Court supervised reorganization plan as a debtor in possession within the past year?		
4.	Has any Applicant/Owner been convicted of a felony (related to forgery, embezzlement, obtaining money under false pretenses, larceny, or extortion) within the past year?		

Continue on next page

The following shall be completed by the owner (officer, member, partner, or sole proprietor).

I, (print name) _____, (print title) _____, the undersigned, being duly sworn, certify the statements made in this application are true. I acknowledge that any false, deceptive, or fraudulent statements made in this application, or at a hearing on the same, will result in the denial of license with the City of Gillette and may subject me to charges of false swearing or perjury. **By signing below the permit holder agrees to perform ALL work per the City of Gillette adopted Codes, Specs and Policies.**

Signature of Applicant Date: _____

MASTER OF RECORD

To be completed if an ICC certification or State of Wyoming electrical license is required. If no certificate or state license is required for the class of license, this section can be skipped.

I, (print name) _____ am the Master of Record for
(business name) _____.

Please read the following statements, initial each, indicating you have read, understand, acknowledge and certify to the content:

- _____ I am either an owner or full-time employee of the applicant.
- _____ I will be on each job site on a regular basis to inspect and supervise the work undertaken by the applicant.
- _____ I acknowledge that I may be the Master of Record for only one entity.
- _____ I acknowledge that I may be the Master of Record for multiple licenses held by one entity.
- _____ In the event of my resignation from the capacity of Master of Record, I will provide written notice to Building Inspection. Notice shall include my name, the name of the entity, the capacity in which I am serving, and an effective date of my resignation.

Signature of Master of Record Date: _____