



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

The City of Gillette has adopted the 2018 IBC, IRC, IFC, IEBC, IMC, IPC and the IFG Codes. Please refer to City Code at www.gillettewy.gov > City Government > 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**

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 (Tuesday if Monday is a holiday) before the Board's monthly meeting, 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>
December 31, 2018	January 8, 2019	July 1, 2019	July 9, 2019
February 4, 2019	February 12, 2019	August 5, 2019	August 13, 2019
March 4, 2019	March 12, 2019	September 3, 2019	September 10, 2019
April 1, 2019	April 9, 2019	September 30, 2019	October 8, 2019
May 6, 2019	May 14, 2019	November 4, 2019	November 12, 2019
June 3, 2019	June 11, 2019	December 2, 2019	December 10, 2019

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



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

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.**

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)
- Concrete – Non-Structural (Type 2)
- Drywall & Plaster
- Elevator
- Excavation, Grading, Snow Removal & Demolition
- Framing – Stick Built Structure
- Insulation
- Landscaping, Sprinkler Systems, Tree Trimming & Fencing
- Limited Technician
- Low Voltage Technician
- Manufactured Housing (Type 1)
- Masonry – Structural (Type 1)
- Masonry – Veneer (Type 2)
- Roofing - General
- 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 #5, 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 Owner or Master of Record, or any individual employed, 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 Owner or Master of Record in the past year (relating to business activities within the scope of this license application)?		
3.	Is Owner or Master of Record currently in bankruptcy proceedings or operating under a Court supervised reorganization plan as a debtor in possession within the past year?		
4.	Has any officer, partner, member, owner or Master of Record been convicted of a felony (related to forgery, embezzlement, obtaining money under false pretenses, larceny, or extortion) within the past year?		
5.	Has Owner or Master of Record failed to complete a project in the past year?		

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