

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

The City of Gillette has adopted the 2018 IBC, IRC, IFC, IEBC, IMC, IPC and the IFG Codes. Please refer to the City Code at www.gillettewy.gov > City Government > Current City Code > Chapter 5 “Buildings” for specifics.

NEW LICENSE REQUIREMENTS:

- **All Contractors, Subcontractors and Contract Labor** working on infrastructure, improvements and repairs in the public right-of-way, and City projects, are required and shall hold the class of license required for the work performed.
- **Licensing is required regardless of the project size, duration, and whether or not a permit or inspection is required.**
- Owners and payroll employees of the contractor are covered under the Contractor’s License.
- Licenses are **not** transferable, nor may they be shared or otherwise used by another contractor.
- **Individual Trade Licenses are also required for Class D Electrical, Gas Pipefitter, HVAC, Plumbing and Refrigeration Contractors.**
- **A contractor’s responsibilities shall include:**
 - ❖ Building is in compliance with the adopted Construction Codes, City Codes and requirements.
 - ❖ Obtaining required permits prior to commencing work.
 - ❖ Obtaining required inspections.
 - ❖ Constructing without substantial deviation from the approved construction plans.
 - ❖ Responsible for all work included in its Contract, whether the work is done by the Contractor or Subcontractor, ensuring all the Subcontractors are properly licensed, and for acquiring a Certificate of Occupancy prior to habitation.

MULTIPLE LICENSES - Applicants may require more than one class license, hold multiple Class D category licenses, and/or multiple Class F category licenses, Class A, B, R, or multiple C category license(s). **Please Note: One application is required for each license.**

TERMS - Licenses are issued for a term of one year and are renewed **ANNUALLY** with the submittal of an application fee and required documentation. **Please Note:** It is the contractor’s responsibility to submit the Renewal Application and required documents prior to the license expiration.

APPROVAL PROCESS - All completed applications for Contractor Licensing are submitted to the Board of Examiners for approval. If an application is flagged for individual review, the applicant may be requested to appear before the Board to answer questions and to discuss the circumstances surrounding the review. Denied applications will be notified via mail. If you do not receive a License or Notification of Denial within one week following the BOE meeting, please contact the Building Inspection Division at (307) 686-5260.

SUBMITTAL DEADLINE - Applications are submitted to the Building Inspection Division for processing. **Incomplete applications will be returned to the applicant.** See application for deadline dates. **Faxed applications are NOT accepted.**

TEST INFORMATION - A certification is required for all license classes when an applicable test comes available through the International Code Council (ICC).

A computer-based test sponsored by the International Code Council (ICC) and administered by **Pearson VUE**. **For test information, go to the ICC’s website at <http://www.iccsafe.org>** > Education and Certification > Assessment Center > Exam Catalog > Catalog Search > Choose: Type: *Contractor/Trade*, State: *National/All*, For *Category/Trade* choose the type you want to test for > Click Search > Reference Exam ID for scheduling the exam > Click on link: National Contractor/Trades Examination Information Bulletin > Scroll through the Bulletin to find the exam information for certification. Call to schedule test at **1-877-234-6082**.

CLASS D – VOCATIONAL CONTRACTORS

CLASS D-ELECTRICAL CONTRACTOR - Scope of Work: Electricians may perform work authorized under the 2017 NEC, as adopted and amended by the City. **State Licensing:** A copy of applicant's current Wyoming State Electrical License shall accompany the application. Information may also be found on its website at <http://wyofire.state.wy.us> > Electrical Safety > License & Exam Applications. **Questions:** Regarding testing, licensing, and State Reciprocal Agreements should be directed to the Wyoming Department of Fire Prevention and Electrical Safety at (307) 777-7288. **Master of Record:** The electrical contractor shall designate a Master of Record who is either a full-time employee or an owner of the entity. The Master of Record shall be licensed with the City as a Master Electrician. **Individuals:** All Master and Journeyman Electricians are required to be licensed with the City of Gillette. A copy of each individual applicant's current Wyoming State Electrical License shall accompany the Individual Trade Application. **Supervision:** One Master or Journeyman Electrician shall supervise every one Apprentice Electrician.

CLASS D-GAS PIPEFITTER CONTRACTOR - Scope of Work: Gas Pipefitter contractors may perform work authorized under the 2018 IFGC, as adopted and amended by the City. **Master of Record:** The Gas Pipefitter contractor shall designate a Master of Record who is either a full-time employee or an owner of the entity. The Master of Record shall be licensed with the City as a Master Gas Pipefitter. **Individuals:** All Master, Journeyman, and Apprentice Gas Pipefitters are required to be licensed individually with the City. **Supervision:** One Master or Journeyman Gas Pipefitter shall supervise every three Apprentice Gas Pipefitters.

CLASS D-HVAC CONTRACTOR - Scope of Work: HVAC Contractors may perform work authorized under the 2018 IMC, as adopted and amended by the City. Note: An HVAC Contractor may **not** perform Gas Pipefitter work under its HVAC Contractor License. **Master of Record:** The HVAC Contractor shall designate a Master of Record who is either a full-time employee or an owner of the entity. The Master of Record shall be licensed with the City as a Master HVAC Technician. **Individuals:** All Master, Journeyman, and Apprentice HVAC Technicians are required to be licensed individually with the City. **Supervision:** One Master or Journeyman HVAC Technician shall supervise every three Apprentice HVAC Technicians.

CLASS D-PLUMBING CONTRACTOR - Scope of Work: Plumbing contractors may perform work authorized under the 2018 IPC, as adopted and amended by the City. Note: A plumbing contractor may **not** perform gas pipefitter work under its plumbing contractor license. **Master of Record:** The plumbing contractor shall designate a Master of Record who is either a full-time employee or an owner of the entity. The Master of Record shall be licensed with the City as a Master Plumber. **Individuals:** All Master, Journeyman, and Apprentice Plumbers are required to be licensed individually with the City. **Supervision:** One Master or Journeyman Plumber shall supervise every three Apprentice Plumbers.

CLASS F – FIRE SUPPRESSION CONTRACTORS

Licensing, Permitting, Inspections: Class F Fire Suppression Contractors are required to be licensed through the City. Permits and inspections are performed through the [Campbell County Fire Department](#), 106 Rohan Avenue, Gillette, Wyoming 82716, (307) 682-5319.

Applicable Codes: Class F Fire Suppression Contractors may perform work applicable to their class of license and authorized under the 2018 IFC, 2018 IBC, as adopted and amended by the City.

Master of Record: The Fire Suppression Contractor shall designate a Master of Record who is either a full-time employee or an owner of the entity. The Master of Record shall have either (1) tested through WAM and hold a "Fire Suppression" Certificate through WTCP or a "Fire Suppression Installer/Worker" Certificate sponsored by the ICC and administered by Pearson VUE, (2) tested and certified through the National Institute for the Certification of Engineering Technologies (NICET) for the type of work to be performed and category of license applied for, or (3) be certified by the manufacturer of the equipment they are installing (a copy of the certificate shall accompany the application). **A State of Wyoming Low Voltage Technician, Journeyman Electrician or Master Electrician License is required for Class F – when installing a Fire Alarm System** (a copy of the certificate shall accompany the application).

Questions: Testing and certification questions through NICET should be directed to 1420 King Street, Alexandria, VA 22314, 1-888-476-4238. Information may also be found on its website at <http://www.nicet.org>.

CLASS F LICENSES:

CLASS F - CHEMICAL FIRE SUPPRESSION CONTRACTOR: **Scope of Work:** May install, alter, maintain, repair, or demolish chemical fire suppression systems or appurtenances.

CLASS F - FIRE ALARM CONTRACTOR: **Scope of Work:** May install, alter, maintain, repair, or demolish fire alarm systems or appurtenances in commercial buildings.

CLASS F - SPRINKLER (FIRE/STANDPIPE) CONTRACTOR: **Scope of Work:** May install, alter, maintain, repair, or demolish fire suppression systems or appurtenances.

CLASS A, B, AND R – BUILDING CONTRACTORS

Master of Record: The Class A, B, or R contractor shall designate a Master of Record who is either a full-time employee or an owner of the entity. The Master of Record shall be tested and certified through ICC and hold the appropriate certificate for the class of license. A copy of the certificate shall accompany the application. If the Master of Record for the company resigns, a company will have sixty (60) days to provide the City with a new qualified Master of Record.

Building Contractors may act in the capacity of General Contractor for projects within their scope of work and may perform work applicable to their class of license as authorized by the 2018 IBC and/or the 2018 IRC. Building Contractors may **not** perform any Class D or Class F category work without holding the appropriate Class D or Class F category license.

CLASS A - GENERAL CONTRACTOR: **Scope of Work:** May perform Class A, B and Class R category work. May construct, alter, add to, repair, or demolish any type or size of structure permitted by the adopted codes.

CLASS B - BUILDING CONTRACTOR: **Scope of Work:** May perform Class B and R category work. May construct, alter, add to, repair, or demolish 1, 2, 3, or 4 family dwelling buildings of 3 stories above grade or less. May construct, alter, add to, repair, or demolish commercial buildings of up to five thousand (5,000) square feet in size.

CLASS R - RESIDENTIAL CONTRACTOR: **Scope of Work:** May construct, alter, add to, repair, or demolish 1 and 2 family dwellings not more than 3 stories above grade and townhouses not more than 3 stories above grade.

CLASS C – SPECIALTY CONTRACTORS

Scope of Work: Class C Specialty Contractors are restricted to the type of work they are specifically licensed for, with the stipulation that holders of a Type 1 license may also perform the work of a Type 2 license of the same work category. For example: A Class C-Structural Concrete (Type 1) Contractor may perform the activities authorized under a Class C-Non-Structural (Type 2) Contractor License.

PLEASE NOTE: Class A, B, or R License must be held in order to be a Building Contractor.

Multiple Licenses: A Class C Contractor may hold multiple Class C Specialty Contractor Licenses. For a work category not specified, contractor shall indicate details of work to be performed and apply for a Class C-Miscellaneous Contractor License.

Master of Record: The Class C Contractor shall designate a **Master of Record/Main Contact Person for the business**. When an applicable test is available through ICC, the Master of Record shall be required to hold the corresponding Certificate and a copy of the Certificate shall accompany the application. See license categories below.

WORK CATEGORY	CLASS OF LICENSE - SCOPE OF WORK - MASTER OF RECORD
Concrete & Paving	<p><u>Structural Concrete (Type 1)</u> – The construction, alteration, repair or demolition of footings, foundations, retaining walls, structural walls and columns, post tension and pretension construction, precast structures, flat work (both public and private) and paving. TEST REQUIRED</p> <p><u>Non-Structural Concrete (Type 2)</u> – The construction, alteration, repair or demolition of streets, alleys, all flat work, (both public and private) parking lots, line striping, sidewalks, driveways, curb cuts, curb and gutter and floor slabs. This license also allows for the installation of monolithic foundations not exceeding 1,000 square feet.</p>
Drywall & Plaster	<p><u>Drywall & Plaster</u> – Application of drywall and plaster, taping and texturing. TEST REQUIRED</p>
Elevator	<p><u>Elevator</u> – Installation, repair, demolition or maintenance of an elevator. STATE OF WYOMING ELECTRICAL LICENSE REQUIRED.</p>
Excavating, Grading, Snow Removal & Demolition	<p><u>Excavating, Grading, Snow Removal & Demolition</u> – Excavation, grading, snow removal and demolition of structures. A licensed Class D Contractor must obtain a permit to disconnect gas, electrical and plumbing associated with demolition of a building.</p>
Framing	<p><u>Framing (Stick Built Structure)</u> – The construction, alteration, repair or addition of the structural portion of a building or structure. TEST REQUIRED</p>
Insulation	<p><u>Insulation</u> – Installation of insulation.</p>
Landscaping, Sprinkler Systems, Tree Trimming & Fencing	<p><u>Landscaping, Sprinkler Systems, Tree Trimming and Fencing</u> – Installation of landscaping, lawn mowing, sprinkler systems, tree trimming (private and public) and fencing.</p>
Limited Technician Electrical	<p><u>Limited Technician</u> – May perform work applicable to the class of license. All work authorized under the current NEC, as adopted and amended by the City of Gillette. STATE OF WYOMING ELECTRICAL LICENSE REQUIRED</p>
Low Voltage Electrician	<p><u>Low Voltage Electrician</u> - May perform work applicable to the class of license. All work authorized under the current NEC, as adopted and amended by the City of Gillette. This category includes installation of Security Systems STATE OF WYOMING ELECTRICAL LICENSE REQUIRED</p>
Manufactured Housing	<p><u>Manufactured Housing (Type 1)</u> – The installation or repair of manufactured housing (excluding structural, HVAC mechanical, gas, electrical and plumbing).</p>
Masonry	<p><u>Structural Masonry (Type 1)</u> – The construction, alteration, repair or demolition of any structural masonry building, structure, retaining wall or any portion thereof. TEST REQUIRED</p> <p><u>Veneer Masonry (Type 2)</u> – The erection, alteration or repair of non-structural facing brick, precast concrete, stone or tile, and non-structural masonry fireplaces.</p>
Roofing	<p><u>General Roofing</u> – Application, repair or demolition of all types of approved roofing material. TEST REQUIRED</p> <p><u>Shingle Roofing</u> – Application, repair or demolition of any manufactured or processed approved roofing material of the shingle type. TEST REQUIRED</p>
Signage	<p><u>Signage</u> – Building signs and facings. A Licensed Class D – Electrical Contractor must obtain a permit for electrical work associated with a sign.</p>
Trim Carpentry, Painting & Flooring	<p><u>Trim Carpentry, Painting and Flooring</u> – Installation of cabinets, shelving and trim work. This category also includes interior and exterior painting and installation of all types of flooring.</p>
Water & Sewer Pipe Layer	<p><u>Water and Sewer Pipe Layer</u> – Water and sanitary sewer mains and service lines to within two feet of building envelope. Installation includes Storm Sewer mains and collection lines.</p>

WORK CATEGORY	CLASS OF LICENSE - SCOPE OF WORK - MASTER OF RECORD
Windows, Siding, Gutters & Garage Doors	<u>Windows, Siding, Gutters and Garage Doors</u> – Installation of windows, siding, gutters and garage doors.
Miscellaneous	<u>Miscellaneous</u> - For a work category not specified above, contractor shall indicate details of work to be performed and apply for a Class C-Miscellaneous Contractor License. A new class of license may be created by City Building Inspection for the scope of work identified.

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

Application Fees

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

DOCUMENTATION REQUIREMENTS

Please read each section carefully. Failure to follow the requirements will result in the application being returned to you. These requirements are a part of the application and should be attached.

ALL DOCUMENTATION MUST HAVE THE SAME BUSINESS NAME.

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.**

IF YOU ARE PERFORMING AN ISOLATED TASK ON A PROJECT THAT WILL BE COMPLETED WITHIN THIRTY (30) DAYS, AND THE TASK WILL NOT BE REPEATED WITHIN THE SAME THIRTY (30) DAYS, YOU DO NOT NEED TO REGISTER WITH THE WYOMING SECRETARY OF STATE PER STATE STATUTE 17-16-1501(b)(x).

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

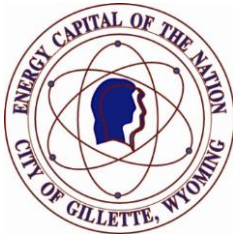
Certificate of Liability Insurance - Coverage: Applicant shall submit a Certificate of General Liability Insurance showing applicant has current liability insurance meeting the following minimum requirements (per occurrence/total aggregate) and indicate coverage for the Class of License(s) the applicant wishes to hold: Class A Contractor (\$1,000,000/\$2,000,000) - Class B and Class R Contractors (\$500,000/\$1,000,000) - Class C, Class D, and Class F Contractors (\$300,000/\$600,000). The Certificate holder shall be identified as: Building Inspection Division, City of Gillette, 201 E. Fifth St., Gillette, WY 82716. The name of the insured shall match the name of the applicant. **Insurance shall be in force for the term of the license. If the Certificate of Insurance on file with Building Inspection expires during the term of the license, the license is immediately suspended. No inspections, permits, or Certificates of Occupancy will be issued until the insurance is provided. The license will be reinstated upon receipt of the Certificate of Insurance.**

Surety/License and Permit Bond - Coverage: Applicant shall acquire a Bond in the amount of not less than Five Thousand Dollars (\$5,000) and shall submit the Bond to the Building Inspection Division. The ORIGINAL BOND, signed if applicable, shall be provided to Building Inspection. The Obligee shall read: City of Gillette, 201 E. Fifth St., Gillette, WY 82716. The name of the Principal shall match the name of the Contractor’s business name/applicant. **Bond shall be in force for the term of the license. If the Bond on file with Building Inspection expires during the term of the license, the license is immediately suspended. No inspections, permits, or Certificates of Occupancy will be issued until the bond is provided. The license will be reinstated upon receipt of the original Bond/Continuation Bond.**

Letter of Good Financial Standing - By Whom: The Letter shall be provided by a financial institution or certified public accountant having a business relationship with the applicant. **Content:** The Letter shall be on the provider’s letterhead, shall include the provider’s name, address, telephone number, name of the contact person, and shall, at a minimum, identify the account holder(s), the type and length of business relationship, and the historical status of the accounts (i.e., good standing, timely payments, no overdrafts, etc.) **Please do not include account numbers, account amounts, or lines of credit.** The name of the account holder(s) must match the name of the applicant.

Certificate - I.C.C. Certificate or State of Wyoming Electrical License – if applicable.

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 (NEW)

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

Incomplete applications will be returned

DATE OF APPLICATION: ____/____/____

TYPE OF APPLICATION: (select one)

- New
- New (License has been expired for over 30 days)

APPLICANT 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: _____ Phone Number: _____

Email Address: _____

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 any Class D, Class F, Class C Water & Sewer or Class C Electrical category work without holding 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
- Excavating, 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 proprietorship 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 #2 through #6, if answer is **“Yes”** to any of these questions, **attach copies of relevant paperwork, including court documents, bankruptcy, if applicable.**

		YES	NO
1.	Has Owner or Master of Record been previously licensed with the City of Gillette? If “yes,” please indicate name of company, dates licensed and class(es) of license(s):		
2.	Has Owner or Master of Record, or any individual employed, had a contractor license or vocational license denied, fined, suspended, or revoked?		
3.	Are there any liens, lawsuits, or judgments of record pending against Owner or Master of Record (relating to business activities within the scope of this license application)?		
4.	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 seven (7) years?		
5.	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 last ten (10) years?		
6.	Has Owner or Master of Record failed to complete a project?		

Continued on next page

References - Provide 3 names and phone numbers of an individual or business that will provide **experience** history for type of license applying for. **Please do not include vendors, bank references, insurance companies, credit references, employees or family members as a reference source.**

NAME	PHONE NUMBER
1.	
2.	
3.	