



Miami County, Kansas
Code Services Department

201 South Pearl Street, Suite 201 Paola, Kansas 66071-1777
Phone: (913) 294-4145 Fax: (913) 294-9545
www.miamicountyks.org

CONTRACTOR LICENSE APPLICATION

Name: _____

Company Name: _____

Company Address: _____

City/State/Zip: _____

Business Phone: _____ Mobile Phone: _____

Fax: _____ Email: _____

Type of Work/Business: _____

Circle only one Contractor's License you are applying for:

(Each license is a separate fee and application)

Class A General Class B General Class C General Class D General

Master Electrician Master Mechanical Master Plumber Foundation

Roofing Site Utility Sign Contractor Fire Protection

I understand that Miami County, Kansas has adopted and will enforce the 2006 Edition of the IBC, IRC, IMC, IPC, IFGC, IFC and the 2005 Edition of the NEC, and agree to comply with these requirements and all other applicable local, state and federal regulations. To the best of my knowledge, the above information is true and correct.

Please note that a certificate of insurance is required to be submitted with all applications for contractor licenses. Applicants for Class A, B, C, Master Electrician, Plumbing and Mechanical shall submit certification test results or a copy of a current Johnson County License card, both front and back.

Signature: _____ Date: _____

OFFICE USE:

Application Fee: **\$50.00** _____

License Number: _____

License Fee: \$ **\$150.00** _____

Insurance Expiration Date: _____

Total Fees: _____

Test/Certificate: _____

Date Paid: _____

COMMENTS: _____

MIAMI COUNTY BUILDING INSPECTION DEPARTMENT

201 S. Pearl Ste 201

Paola, Ks. 66071

Phone: (913) 294-4145

Fax: 913-294-9545

CONTRACTOR REQUIREMENTS FOR LICENSE:

- Completed application form. (Other Side)
- Original Certificate of general liability insurance with coverage in an amount not less than \$1,000,000.00. Miami County shall be added as a "Certificate Holder" to the insurance policy, requiring the insurance company to notify Miami County in writing of any change in coverage, expiration date or cancellation of such policy at least ten (10) days prior thereto. Certificate Holder block shall read:

Miami County Code Services
201 S. Pearl Ste. 201
Paola, KS 66071

*It's the contractor's responsibility to maintain adequate insurance coverage including worker's compensation and have notice in our office at **all** times. Failure to do so will result in suspension of the license.*
- Class A, B, and C General Contractors need proof of having successfully completed a Certificate of Competency by a Nationally-recognized testing institution or applicants may submit evidence of holding a bachelor's degree in engineering, architecture, or construction science from an accredited college or university.
 - Class A-Build, remodel, repair, and demolish any structure without limitation of use, type of construction, height or areas.
 - Class B-Build, remodel, repair and demolish all structures not exceeding three stories in height. Class B shall also be entitled to perform non-structural remodeling, tenant finish, repairs, and demolition of any structure.
 - Class C-build, remodel, repair, and demolish single family or duplex residences and buildings accessory thereto.
 - Class D-build, remodel, repair move or demolish detached agricultural buildings, detached residential accessory buildings, residential swimming pools, decks and other minor normally non-occupied structures.
- Plumbers, Mechanical and Electrical contractors need to submit proof of having successfully completed the Masters Contractor exam by Block & Associates, Experior, Prometric and/or the International Code Council.
- Fee for each license sought.

CONTRACTOR LICENSING FEES:

Application Fee	\$50.00
License Fee	\$150.00
Late Renewal Fee	\$50.00
Re-instatement Fee	\$75.00

RENEWAL OR RE-INSTATEMENT OF LICENSE:

Every contractor license shall be issued on a calendar year basis to expire on December 31st of each year. License renewal fees shall be due on the first day of January thru January 31st without a late fee being assessed. Thereafter, a late fee of \$50.00 shall be collected to off set administrative cost incurred as a result of such late renewal.

When insurance coverage expires the license shall be considered suspended and notice will be sent to the license holder. The license will not be reinstated until an original certificate of insurance as required by this code has been submitted **and** a reinstatement fee of \$75.00 paid. Homeowners are exempt from having to obtain a license for work **THEY** perform on their own property, but will be responsible for complying with all building codes, and obtaining necessary building permits with standard fees. Any subcontractors will need to comply with the licensing requirements. A copy of the adopted Contractor Licensing Code resolution is available upon request.

If you have any question please contact the office at 913-294-4145.

Miami County Building Inspections

"This institution is an equal opportunity provider and employer."