



City Clerk's Office
 300 W. Ash, Rm. 206
 P.O. Box 736
 Salina, KS 67402-0736
 (785) 309-5735

For office use only:

Year: _____
 Registration No.: _____
 New _____ Renewal _____

**APPLICATION FOR CRAFTSMAN REGISTRATION
 \$55.00**

A CRAFTSMAN REGISTRATION INCLUDES THE FOLLOWING WORK. THE TYPE OF WORK PERFORMED UNDER THIS REGISTRATION IS NOT SUBJECT TO BUILDING PERMITS OR INSPECTIONS WITH THE EXCEPTION OF MOVING A BUILDING OR STRUCTURE.

**CEILING DRYWALL FLOOR COVERING INSULATION MILLWORK
 MOVING A BUILDING/STRUCTURE PAINTING WINDOWS, DOORS & SIDING**

☆ MOVING A STRUCTURE DOES REQUIRE A PERMIT FROM THE CITY CLERK'S OFFICE, BUT NO INSPECTIONS REQUIRED.

A CRAFTSMAN REGISTRATION IS ALSO REQUIRED FOR THE FOLLOWING SPECIALTY WORK WHEN THE WORK IS BEING PERFORMED AS A **SUB CONTRACTOR** TO A **GENERAL CONTRACTOR**

**STRUCTURAL CONCRETE RIGHT-OF-WAY CONCRETE ROOFING
 FIRE SPRINKLER FIRE ALARM & COMMUNICATION FRAMERS OR ERECTORS
 DEMOLITION MASONRY SWIMMING POOLS**

 BUSINESS NAME

 BUSINESS ADDRESS (Street) (City) (State) (Zip)

 BUSINESS PHONE FAX CELL PHONE

 MAILING ADDRESS (Street) (City) (State) (Zip)

 PROVIDE ONE: FIN = Federal Identification Number EIN = Employer Identification Number SSN = Social Security Number

 OWNERS NAME

INSURANCE INFORMATION

 NAME OF INSURANCE COMPANY (LIABILITY) AGENT'S NAME AGENT'S PHONE NUMBER

 AGENT'S ADDRESS (Street) (City) (State) (Zip)

In accordance with Section 8-195 a minimum of \$500,000 per occurrence is required and worker's compensation required by the State of Kansas.

I hereby certify that the above information is true and correct and that I have read and understand the requirements applicable to issuance of this license. If any of the information provided on this application is found to be false or incorrect, this license may be suspended or revoked.

 PRINT NAME SIGNATURE DATE

For Office Use Only

Date Application Approved: _____

Good through 12/31/ _____

Date Application Denied: _____

Amount Paid \$ <u>55.00</u> Receipt No. _____ Date: _____ Received By: _____
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Craftsman Registration Requirements

A craftsman registration includes the following work. The type of work performed under this registration is not subject to building permits or inspections with the exception of moving a building or structure.

Ceiling	Drywall	Floor Covering	Insulation	Millwork
Moving A Building/Structure	Painting	Windows, Doors & Siding		

A craftsman registration is also required for the following specialty work when the work is being performed as a **sub contractor** to a **general contractor**.

Structural Concrete	Right-of-Way Concrete	Roofing
Fire Sprinkler	Fire Alarm & Communication	Framers or Erectors
Demolition	Masonry	Swimming Pools

In the city, or cause the same to be done, unless such person holds any classification of building contractor license or have been validly registered with the city as a registered craftsman to perform such work, subject to the same exemptions to the building contractor license requirements set forth herein.

To be exempted from the registration requirements one of the following must apply:

- (a) The owner of an owner-occupied dwelling shall not be required to be registered in order to do work regulated by the above requirements.
- (b) Persons who own property or are regularly employed by the property owner are exempt from the registration requirement when they are performing work on property that is exempt from the requirements for a permit. An appropriate registration is required for all work that requires a permit.

In order to be registered the following requirements must be met:

- Completion of an application form available from the City Clerk's Office
- Payment of a \$55.00 fee, valid for 3 years (make check to City of Salina)
- Provide Certificate of Insurance* listing the City of Salina as the Certificate Holder with the following coverage:
 - Liability insurance - \$500,000 minimum (Per occurrence).
 - Workers Compensation, if required by state law.

***Make sure your insurance certificate shows the insured's name the same way you wish to be registered. If your name is on the certificate, your name will be the way you are registered, not your company name.**

Performing work without a proper registration is a violation of the Salina City Code and may result in criminal misdemeanor charges being filed in Salina Municipal Court. In extending the rights and privileges of the registration, the city makes no statement of the technical competency of the registrant.

**For Additional Information Contact:
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