



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: _____ License No.: _____
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**APPLICATION FOR SPECIALTY CONTRACTOR LICENSE
 NEW APPLICATION**

License Type Please Check One

- CONCRETE DEMOLITION FIRE ALARM & COMMUNICATION FIRE SPRINKLER
 FRAMERS/ERECTORS HOOD SUPPRESSION/SPRAY BOOTH SUPPRESSION*
 LAWN/LANDSCAPE IRRIGATION MASONRY ROOFING ROW CONCRETE
 SIGN SWIMMING POOL

PLEASE TYPE OR PRINT ALL INFORMATION

COMPANY INFORMATION

COMPANY NAME _____

COMPANY ADDRESS _____ (Street) _____ (City) _____ (State) _____ (Zip)

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

COMPANY PHONE _____ FAX NUMBER _____ CELL PHONE _____

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

OWNERS NAME _____ OWNERS PHONE _____

INSURANCE INFORMATION

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

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

In Accordance with Salina Code Sec. 8-195 a minimum of \$500,000 of public liability insurance is required and workers compensation maybe required by the State of Kansas.

QUALIFYING INDIVIDUAL

PLEASE PRINT NAME: _____ SIGNATURE _____ DATE _____

- If the originally designated qualified individual for a provisional building contractor licensee becomes no longer associated with the licensee for any reason (the "date of disassociation") the provisional building contractor license shall terminate and be of no further force or effect. The licensee shall immediately notify the city clerk in writing of the date of disassociation. The licensee shall not be allowed to substitute any other person as the designated qualified individual unless that individual is qualified in accordance with Section 8-175.1. No further permits or inspections shall be granted to the licensee from the date of disassociation until the licensee has designated a qualified individual in accordance with Section 8-173. If the licensee has not designated a qualified individual in accordance with Section 8-173 within thirty days after the date of disassociation, work on all permits previously issued to the licensee shall be suspended until the licensee has designated a qualified individual in accordance with Section 8-173.*

QUALIFICATIONS (CHECK ONE) Test Degree Class RA Registration*

Please complete the appropriate section with your qualification information.

* Specialty Hood Suppression/Spray Booth Suppression Contractors are required to submit the Class RA Registration issued by the State of Kansas fire marshal per K.A.R. 22-10-3.

TEST INFORMATION

Date Exam Passed: _____ **PLEASE ATTACH COPY OF TEST CERTIFICATE**

Did you pass with a minimum of 75%? Yes No

DEGREE INFORMATION

Name of Accredited College or University _____

Date degree received: _____ **PLEASE ATTACH COPY OF DEGREE CERTIFICATE**

Which Bachelor's Degree did you receive? Please check one:

Engineering Architecture Construction Science/Management

CLASS RA REGISTRATION INFORMATION*

PLEASE ATTACH COPY OF STATE REGISTRATION CERTIFICATE

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: _____

Application Approved/Denied by _____

Date Application Denied: _____

Good through 12/31/ _____

Amount Paid \$ _____	Receipt No. _____	Date: _____	Received By: _____
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Specialty Contractor License Requirements

It is unlawful for any person to erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish any building or structure in the city, or cause the same to be done unless such person has been validly licensed with the city to perform such work.

The license categories along with the test or degree qualifications are listed:

Specialty Contractor - License Required						
Contractor Categories	Work	Term	Qualified Individual Test	Qualified Individual Degree	Cont. Ed	Insurance
Concrete Ord.12-10662, 10/15/12 Sec. 8-172, Chart 1	on-site forming and placing of concrete for building walls, columns and self-supporting floors or roofs and for retaining walls requiring building permits and construction of sidewalks, driveways, curbs and gutters location in any city right-of-way.	3 yrs	Thompson Prometric Concrete	Bachelor's Degree in Engineering, Architecture, Construction Science or Construction Management	No	500K
Framers or erectors	Rough framing or structural and non-structural building components such as walls, floors and roofs using wood or metal	3 yrs	Thompson Prometric Carpentry OR Thompson Prometric Structural Erection	Bachelor's Degree in Engineering, Architecture, Construction Science or Construction Management	No	500K
Roofing	installation, repair and replacement of roof coverings, including roof deck insulation and nonstructural roof decking	3 yrs	Thompson Prometric Roofing OR ICC Roofing	Bachelor's Degree in Engineering, Architecture, Construction Science or Construction Management	No	500K
Masonry	placement of brick, stone, block and other masonry products for building walls, structural or veneer, and for retaining walls requiring building permits	3 yrs	Thompson Prometric Masonry	Bachelor's Degree in Engineering, Architecture, Construction Science or Construction Management	No	500K
Fire Sprinkler	installation, maintenance, alteration and repair of fire sprinkler / suppression systems and related fire protection equipment.	3 yrs	NICET Level III Fire Sprinkler System Layout	Bachelor's Degree in Engineering, Architecture, Construction Science or Construction Management	No	500K
Fire Alarm and Communication	installation, maintenance, alteration and repair of fire alarm systems and related fire protection equipment	3 yrs	NICET Level III Fire Alarm	Bachelor's Degree in Engineering, Architecture, Construction Science or Construction Management	No	500K
Demolition	demolition and removal of buildings and structures	3 yrs	Thompson Prometric Demolition	Bachelor's Degree in Engineering, Architecture, Construction Science or Construction Management	No	500K
Sign	installation , alteration and repair of permanent signs	3 yrs	Thompson Prometric Sign Installation, Non-Electric	Bachelor's Degree in Engineering, Architecture, Construction Science or Construction Management	No	500K
ROW Concrete (driveways and sidewalks) (paving contractor)	construction of sidewalks, driveways, curbs and gutters located in any city right-of-way	3 yrs	Thompson Prometric Paving	Bachelor's Degree in Engineering, Architecture, Construction Science or Construction Management	No	500K
Swimming Pool	installation and repair of permanent in-ground or above-ground swimming pools as defined by city code	3 yrs	Thompson Prometric Unlimited Swimming Pool	Bachelor's Degree in Engineering, Architecture, Construction Science or Construction Management	No	500K
Lawn/Landscape Irrigation Contractor	Installation of lawn/landscape irrigation systems	3 yrs	Thompson Prometric Irrigation Sprinkler	Bachelor's Degree in Engineering, Architecture, Construction Science or Construction Management	No	500K
Hood Suppression & Spray Booth Suppression Contractor	Installation of hood suppression/spray booth suppression	3 yrs	Class RA Registration issued by state fire marshal per K.R.A. 22-10-3		No	500K

In order to obtain a Specialty contractors license, the applicant must be or must employ a Qualifying Party. A Qualifying Party shall meet the qualification requirement by one of the following means for all categories with the exception of Hood Suppression/Spray Booth Suppression Contractors:

- (a.) Obtain the appropriate certificate of competency for the class of license being sought with a minimum score of 75% from Prometric or the equivalent tests as administered by the International Code Council; or
- (b.) Hold a bachelor's degree in engineering, architecture, construction science or construction management from an accredited college or university;

Direct question regarding available testing to the Development Services Department at (785) 309-5715.

Insurance Requirements:

Provide Certificate of Liability Insurance listing the City of Salina, P.O. Box 736, Salina, KS 67402-0736 as the Certificate Holder with the following coverage:

- General Liability Insurance \$500,000 minimum (per occurrence)
- Worker's Compensation Insurance, if required by state law.

Application Requirements in order to obtain a license:

- Completion of an application form; obtained by one of the following ways:
 - Pickup at the City Clerk's Office, 300 West Ash, Room 206
 - Via the City of Salina website at www.salina-ks.gov. Hold cursor over Departments then click on Finance & Administration, click on applications on the left hand side of the page, go part way down the screen to Contracting.
- License Fee payable to the City of Salina
- Provide copy of Bachelor Degree Certificate, Transcript or Test Certificate.
- The Qualifying Individual needs to read and sign the Qualifying Individual section located at the bottom front page of the application
- Provide Certificate of Insurance listing the City of Salina, P.O. Box 736, Salina, KS 67402-0736 as the Certificate Holder with the following coverage:
 - General Liability insurance - \$500,000 minimum (Per occurrence).
 - Workers Compensation, if required by state law.

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

- (1) A bona fide owner of a single-family dwelling being used exclusively as the owner's dwelling or the portion of a single family attached dwelling being used exclusively as the owner's dwelling, including the usual accessory buildings, need not be licensed to perform work on or to obtain any required building permits for such dwelling and any associated accessory structures provided that said owner personally purchases and installs all material used in the construction, and further provided all other portions of this chapter are adhered to. The same shall apply to a new dwelling. When a permit is issued to an owner under this exemption, the exemption shall not be granted to the owner for any other address for a period of 1 year from the date the permit was issued. This exemption shall not preclude the requirement that all paid subcontractors hired by the owner must be licensed;
- (2) For buildings and structures other than those identified in exception (1), a property owner or their designated agent may apply for and obtain a building permit provided that before such permit is issued the applicant must furnish the name and license number of the licensed building contractor who will act as the general contractor to satisfy the requirements of this Article. Should the designated contractor change during the course of construction, the owner or the owner's designated agent shall immediately notify the Building Official in writing, and the building permit shall be suspended until a new building contractor is designated by the owner or the owner's agent.
- (3) The property owner or persons who are regularly employed by the property owner, when work performed on the owner's property does not require a permit,
- (4) Persons working on any property owned by the State of Kansas or the federal government.
- (5) A skilled licensed contractor when performing any work within the scope of their license as defined in this Article.
- (6) Any person who has a currently valid mobile home craftsman license issued by the city while performing repairs or replacements to the systems located within a mobile home under the provisions of Article IV of Chapter 22;

Performing work without a proper license is a violation of the Salina City Code and may result in criminal misdemeanor charges being filed in Salina Municipal Court.

For Additional Information Contact:
City of Salina – Department of Finance/City Clerk's Office
P.O. Box 736, Salina, KS 67402-0736
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FAX (785) 309-5738
EMAIL certofins@salina.org