



City of Ottawa Contractor Licensing  
101 S. Hickory, P.O. Box 60, Ottawa, KS 66067  
Telephone (785) 229-3620 – Fax (785) 229-3625  
E-mail [communitydevelopment@ottawaks.gov](mailto:communitydevelopment@ottawaks.gov)  
Web Site [www.ottawaks.gov](http://www.ottawaks.gov)

### Requirements for Obtaining a Contractor Occupational License:

1. **Completed Application Form.**
2. **Proof of General Liability and Workers Compensation Insurance.**
  - a. Every contractor except a contractor who has an “inactive license” shall keep in force a policy of general liability insurance including completed operations coverage.
  - b. Such insurance policy shall be written with an insurance company licensed to do business in the State of Kansas.
  - c. All contractors shall maintain general liability coverage as listed below and shall procure and maintain workers compensation insurance as required by law.
    1. Class A, B, C, = one million dollars (\$1 MIL) per single occurrence and finished product.
    2. Class S, R, SP, Electricians, Plumbers, & HVAC Mechanics = \$500,000 per single occurrence and finished product.
  - d. A contractor, at the time of licensing shall provide the City of Ottawa with a certificate of insurance or other satisfactory evidence of the insurance coverage required.
3. **Proof of Qualifications** (Either A or B qualifications are required not both). Qualification requirements for ALL license classes (only one qualification is required per license).
  - a. Degree and Transcript (both are needed) from an accredited university.
    - ❖ A full time employee with a Bachelor of Science Degree in (construction related) Engineering, Architecture or Construction Science.
  - b. Certified test score from nationally recognized test – Experi/Block and Associates/Thomson Prometric, ICC or IAMPO.
    - ❖ A full time employee that has passed the appropriate Nationally Recognized Test (Experi/Block and Associates, Thomson Prometric, ICC or IAMPO Exam) with a score of 75% or higher for the appropriate license category. Licenses types Electrical, Plumbing, and HVAC Mechanical require certification of Master or Journeyman Designation through the appropriate Nationally Recognized Exam with a score of 75% or more.

**Contact Information for ICC** (International Code Council) to arrange to take an exam 1-800-786-4452 or [www.iccsafe.org](http://www.iccsafe.org).

**Contact Information for Thomson Prometric** provides exams that require sponsorship from a City, County, or State organization.
4. **A copy of a valid Drivers' License or Government Issued Photo ID of Qualified Individual.**
5. **All Qualifying Individuals** must complete a minimum of six (6) hours of approved continuing education per year per license three (3) hours which needs to be in your field **in order to renew a licensed for the following year.**
6. **All Contractor Licenses will Expire 12/31 of each Calendar Year.** Annual renewal fees must be paid before February 15th, of the following year without penalty.



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## License Types

### **NO Contractor License may be Transferred or Reassigned**

**Class “A” General Contractor** license shall entitle the holder thereof to construct, remodel, repair, and demolish any structure.

**Class “B” Building Contractor** license shall entitle the holder to construct, remodel, repair, and demolish all structures not exceeding three (3) stories in height. They shall also entitle the license holder to perform non-structural remodeling, tenant finish, and repairs to all structures.

**Class “C” Residential Contractor** license shall entitle the holder to construct, remodel, repair, and demolish single family or duplex residences, buildings accessory, and decks over 36” above ground.

**Class “R” Roofing Contractor** license shall entitle the holder to install, maintain, repair, replace, and remove the roof assembly of any structure, including the roof deck, vapor retarder, substrate, thermal barrier, insulation, and roof coverings of all types.

**Class “S” Specialty Contractor** license shall entitle the holder to a specified area of work which may include, but not limited to Siding, Demolition, Agricultural Buildings, Concrete/Foundation repair. (Items that do not require a Class S license are fences, signs, excavation/grading, landscaping, dog pens, irrigation sprinkler systems, framing, and towers (cell)).

**Class SP, Swimming Pool Contractor** license shall entitle the holder to contract for and to excavate, construct, fabricate, install and equip all outdoor, indoor, above ground & below ground swimming pools, spas, or hot tubs, including pumps, pool heaters, solar pool heaters and appurtenant equipment associated with such construction, filters and chlorinators and that piping incidental to the recirculation systems. This does NOT include direct connections to a sanitary sewer system or to potable water lines, nor the grounding and bonding of metal surfaces, nor the making of any electrical connections.

**Master Electrician** license shall entitle the holder thereof to perform **only Electric services.**

**Master Residential Electrician** license shall entitle the holder thereof to perform **only Electric services in Residential units.**

**Journeyman Electrician** license shall entitle the holder thereof to perform **only Electric services and under the scope of a Master Electrician.**

**Journeyman Residential Electrician:** license shall entitle the holder thereof to perform **only Electric services Residential units and under the scope of a Master or Master Residential Electrician.**

**Master Plumber with Gas** license shall entitle the holder thereof to perform **only Plumbing services.**

**Master Residential Plumber with Gas** license shall entitle the holder there to perform **only Plumbing services in residential units.**

**Journeyman Plumber with Gas** license shall entitle the holder there of to perform **only Plumbing services and under the scope of a Master Plumber or Master Plumber with Gas.**



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**Journeyman Residential Plumber with Gas** license shall entitle the holder thereof to perform **only Plumbing services Residential units and under the scope of a Master Residential Plumber or Master Residential Plumber with Gas.**

**Master Heating, Ventilation and Air Conditioning Mechanic** license shall entitle the holder thereof to perform **only HVAC services.**

**Journeyman Heating, Ventilation and Air Conditioning Mechanic** license shall entitle the holder thereof to perform **only HVAC services and under the scope of a Master HVAC Mechanical.**

**Journeyman Residential Air Conditioning Mechanic** license shall entitle the holder thereof to perform **on HVAC services on Residential units and under the scope of a Master HVAC Mechanical.**

**Apprentice/Laborer:** An “apprentice/laborer” shall mean any electrician, plumber or heating, ventilation and air conditioning mechanic who cannot qualify or has qualified but has not obtained a journeyman occupational license.



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## License Fees

Class A, General Contractor .....	\$175.00
Each Additional License .....	\$ 20.00
Class B, Building Contractor .....	\$175.00
Each Additional License .....	\$ 20.00
Class C, Residential Contractor .....	\$175.00
Each Additional License .....	\$ 20.00
Class R, Roofing Contractor .....	\$ 75.00
Each Additional License .....	\$ 20.00
Class S, Specialty Contractor.....	\$ 75.00
Each Additional License .....	\$ 20.00
Class SP, Swimming Pool Contractor .....	\$ 75.00
Each Additional License .....	\$ 20.00
Master Electrician with Company .....	\$125.00
Each Additional Master or Journeyman .....	\$ 20.00
Master Plumber with Company .....	\$125.00
Each Additional Master or Journeyman .....	\$ 20.00
Master HVAC Mechanic with Company .....	\$125.00
Each Additional Master or Journeyman .....	\$ 20.00







Signature

Print Name

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Worker's Compensation Waiver

If the company has no employees, the following statement must be signed by the owner/operator of the Company and witnessed by a Notary. This form is only to be completed if your company has no employees.

DO NOT Sign Form prior to appearing before Notary.

I, \_\_\_\_\_, As sole owner/operator of
Name

Company Name

do not have any employees, and therefore I am requesting to be exempted from carrying worker's compensation. I understand that at any time in the future I employ another individual I must provide Worker's Compensation Insurance Coverage as required by the State of Kansas and furnish the City of Ottawa with a certificate of insurance.

Signature

Date

State of \_\_\_\_\_

County of \_\_\_\_\_

BE IT REMEMBERED, that on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Before me, the undersigned, a Notary Public in and for the County and State aforesaid came \_\_\_\_\_

Who is personally known to me to be the same person who executed the within instrument of writing, and such person duly acknowledged the execution of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal the day and year first above written.

Notary Public

(Seal)

My Commission Expires