



I/We hereby certify that the application information is true and correct and that I/we have read and understand the requirements applicable to issuance of this license.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

My Commission Expires \_\_\_\_\_ Notary Public \_\_\_\_\_

\*\*\*\*\*

**FOR OFFICE USE ONLY**

Insurance Provider: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Certificate of Liability/Occurrence \_\_\_\_\_

Certificate of Liability/Aggregate \_\_\_\_\_

Date application approved: \_\_\_\_\_ Fee Paid \_\_\_\_\_

Date application denied: \_\_\_\_\_ Insurance Received \_\_\_\_\_

Received by \_\_\_\_\_ Proof of Passing Exam \_\_\_\_\_

City of Hays, Kansas  
Planning, Inspection and Enforcement  
1002 Vine Street  
Hays, KS 67601  
Phone 785-628-7310  
Fax 785-628-7352



## CONTRACTOR'S TRADE LICENSE REQUIREMENTS

To obtain a trade contractor license in the City of Hays, Kansas, the following materials are required to be submitted to the Planning, Inspection and Enforcement office:

1. Completed Application for Designated Trade Contractor's License\*\*
2. License Fee Payable to the City of Hays (See Fee Schedule)
3. Current Accord Certificate of Liability Insurance

**-Insurance Requirements as follows:  
\$100,000.00 / Each Occurrence  
\$200,000.00 / General Aggregate**

**The Certificate shall state the owner's or president's name along with the Company name.**

**The Certificate holder would be listed as:**                      **City of Hays  
1002 Vine Street  
Hays, KS 67601**

4. Proof of Passing Exam score from one of the following:  
Prometric (formerly Thompson Prometric, Experior, Experior Block, Block and Associates)  
ICC  
IAPMO  
**PER KANSAS STATUTE, PASSING SCORE MUST BE MINIMUM 75%**

5. Proof of employment of trade contractor having the proof of passing exam.

*\*\* (Roofing trade contractors are required to obtain a roofing contractor registration certificate with the State of KS- Contact Kansas Attorney General's Office, Roofing Registration Unit at 800-432-2310 or <http://ag.ks.gov/in-your-corner-kansas/your-home-car/roofing>)*

6. Submit to:

Address/Fax listed above **OR**

Linda Bixenman - [lbixenman@haysusa.com](mailto:lbixenman@haysusa.com)  
Curtis Deines - [cdeines@haysusa.com](mailto:cdeines@haysusa.com)

## CONTRACTOR LICENSE FEES

**ALL LICENSES SHALL BE VALID FOR TWO YEAR TERMS BEGINNING JANUARY 1<sup>ST</sup> and ENDING DECEMBER 31<sup>ST</sup> OF EVERY ODD NUMBERED YEAR.**

### **INSURANCE REQUIREMENTS:**

**\$100,000.00 MINIMUM PER OCCURRENCE**

**\$200,000.00 MINIMUM GENERAL AGGREGATE**

**NO BOND REQUIRED!**

Proof of Insurance must be provided in the form of an Acord Certificate of Insurance listing the City of Hays as the Certificate holder

### **GENERAL CONTRACTOR**

**New licenses require proof of passing test\***

New License Fee

\$375.00

Renewal Fee

\$250.00

(Unlimited in scope)

### **BUILDING CONTRACTOR**

**New licenses require proof of passing test\***

New License Fee

\$300.00

Renewal Fee

\$200.00

(Limited to construction, remodeling or repairing commercial buildings or multi-family dwellings not exceeding 3 stories in height)

### **RESIDENTIAL CONTRACTOR**

**New licenses require proof of passing test\***

New License Fee

\$225.00

Renewal Fee

\$150.00

(Limited to construction, remodeling or repairing one to four-family dwellings and accessory structures up to 2 stories in height)

### **ROOFING UNLIMITED CONTRACTOR**

**New licenses require proof of passing test\***

New License Fee

\$150.00

Renewal Fee

\$100.00

### **ROOFING LIMITED CONTRACTOR**

**New licenses require proof of passing test\***

New License Fee

\$ 75.00

Renewal fee

\$ 50.00

### **PLUMBING OR MECHANICAL CONTRACTOR**

**New licenses require proof of passing test\*\***

New License Fee

\$112.50

Renewal Fee (each license)

\$ 75.00

### **ELECTRICAL CONTRACTOR**

**New licenses require proof of passing test\*\***

New License Fee

\$225.00

Renewal Fee

\$150.00

### **LAWN SPRINKLER/IRRIGATION CONTRACTOR**

**New licenses require proof of passing test\***

New License Fee

\$112.50

Renewal Fee

\$ 75.00

### **LIMITED CONTRACTOR\*\*\***

**No test required**

New License Fee

\$ 75.00

Renewal Fee

\$ 50.00

\* Testing through Prometric, Thomson Prometric/Exterior/Block or ICBO or ICC or IAPMO requires a passing score of 75% or better.

\*\* Testing through Prometric, Thomson Prometric/Exterior/Block or ICBO or ICC or IAPMO requires a passing score of 75% or better. Master certification required for licensing. Not less than 12 hours of Continuing Education Courses are required for the Plumbing, Mechanical, Gas and Electrical Contractors within the two year license renewal period (6 CEU's to be code related). Education hours in excess of 12 hours will not carry over from one license renewal period to another. Each trade requires 12 hours minimum (i.e. A contractor with a plumbing AND mechanical license must obtain a minimum 24 hours of CEU's every 2 years)

\*\*\*Includes siding, masonry, plastering, excavation, waterproofing, foundation work, sign hanging, cement work, house wrecking or moving, etc.

# Proof of Employment

Date \_\_\_\_\_

## Employee

I \_\_\_\_\_ am employed with \_\_\_\_\_ holding  
the \_\_\_\_\_ exam.

Date of Employment \_\_\_\_\_

Number of Years of Experience \_\_\_\_\_

## Provide Proof of Passing Exam

Employee

\_\_\_\_\_  
Signature of Employee (Please sign before Notary)

## Employer

Our Company \_\_\_\_\_ have employed  
Name of Company

\_\_\_\_\_, holding the \_\_\_\_\_ passing exam.  
Employee Name

Employer: \_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature of owner of Company (Please sign Before Notary)

State of \_\_\_\_\_, County of \_\_\_\_\_

Signed before me, a notary public, known to me to be the same persons signed  
above this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Seal \_\_\_\_\_