



**Miami County, Kansas**  
**Code Services Department**  
Building Inspection • Environmental Health  
Code Enforcement • Sewer District Operations  
201 S Pearl Street, Ste. 201 • Paola, Kansas 66071-1777  
Phone: 913-294-4145 • Fax: 913-294-9545  
www.miamicountyks.org

## CONTRACTOR LICENSE APPLICATION

Contractor Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

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 2018 Edition of the IBC, IRC, IMC, IPC, IFGC, IFC, IEBC, ISPSC, and the 2017 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.

Roofing contractors shall submit registration with the Kansas Attorney General's office.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Application Fee: \$ 50.00

License Fee: \$150.00

Total Fees:

**OFFICE USE:**

License Number: \_\_\_\_\_

Insurance Expiration Date: \_\_\_\_\_

Test/Certificate: \_\_\_\_\_

Date Paid: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**MIAMI COUNTY CODE SERVICES DEPARTMENT**  
**201 S. Pearl St, Ste. 201, Paola, KS 66071**  
**email: comdev@miamicountyks.org**  
**Phone: (913) 294-4145**  
**Fax: 913-294-9545**

**CONTRACTOR REQUIREMENTS FOR LICENSE:**

- Completed application form. (Other Side)
- Original Certificate of general liability insurance including completed operations/products coverage. 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:

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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 ABET or ACCE accredited program. Landscape Architecture degrees do not qualify.
  - 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

**RENEWAL OR RE-STATEMENT OF LICENSE:**

Every contractor license shall be issued on a calendar year basis to expire on December 31<sup>st</sup> of each year. License renewal fees shall be due on the first day of January. After January 31<sup>st</sup>, 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. 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 questions, please contact the office at 913-294-4145.

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