



CONTRACTOR LICENSE APPLICATION

1100 Frederick Avenue • Room 106 • St Joseph, MO 64501

(816) 271-4751 • Fax (816) 271-4676

GENERAL INFORMATION:

Business Name: _____

Business Address: _____

Email Address: _____

Phone Number: _____ Fax Number: _____

Applicant Name: _____

Applicant Title: _____

City of St. Joseph Business License Number: _____

CONTRACTOR TYPE:

Section 7-501 (1) and (2). Mechanical contractor categories:

1. Commercial: air conditioning systems above 25 tons and/or heating systems above 400,000 BTUs.

2. Small commercial/residential: air conditioning systems less than or equal to 25 tons, and/or heating systems less than or equal to 400,000 BTUs.

Mechanical: Commercial

Mechanical: Small Commercial/Residential

REGISTERED MASTER:

Section 7-478. A firm must have at least one fulltime master tradesperson who is registered with their firm as its master. The registered master shall be properly licensed within the appropriate trade as required in this article. A master shall not be a registered master for more than one company or firm, unless they have a common owner.

Name: _____

City of St. Joseph Trade License Number/Classification: _____

Signature: _____

LIABILITY INSURANCE:

Section 7-476. The contractor shall maintain general liability coverage, written on an "Occurrence Form", in an amount not less than \$1,000,000 per occurrence single limit for bodily injury and property damage and \$2,000,000 aggregate for bodily injury and property damage. The city of St. Joseph, Missouri, shall be added as a "Certificate Holder".

Certificate Attached

QUALIFYING PARTY:

Section 7-477. A firm may obtain, in the firm's name, a contractor's license provided that such firm has at least one fulltime employee who is designated by the firm as its qualifying party.

Qualifying Party Form Attached

PERMIT SIGNATURE AUTHORIZATION:

Section 7-477. A contractor, including firms, may appoint one or more individuals who shall be authorized to obtain building permits on behalf of the contractor. Such individuals are not required to be a licensed contractor.

Name: _____ Name: _____

Name: _____ Name: _____

Name: _____ Name: _____

Name: _____ Name: _____

CONTRACTOR'S VEHICLES:

Section 7-487. Any licensed contractor under this article shall have displayed on both sides of their company service or delivery vehicle(s) the name of their company as registered under their contractor license and either their office phone number, contractor license number or city where they are from. Labeling is not required to be permanent. The name shall be legible from 50 feet away and have a minimum of two inch lettering. The company's logo may also accompany the name as long as it does not cover or obscure it. Any personal vehicle used at a job site shall not be required to be labeled. Any vehicle found on a construction site with a contractor's name on the side will be considered as working on said project and required to comply with the contractor licensing requirements as established in this article.

UNLAWFUL ACTS:

Section 7-489. Any unlawful act may be grounds for suspending or revoking a contractor's license.

It shall be unlawful for any contractor:

- (1) To perform or cause to be performed any work in the city of St. Joseph which requires a permit without having first secured the appropriate permit from the city.
- (2) To perform or cause to be performed any work in the city of St. Joseph which requires a permit without securing the services of a duly authorized and licensed contractor to perform and/or supervise the work.
- (3) For any person to conduct, carry on, or engage in the business of class T contractor without having first obtained a valid, current class T contractor's license from the city of St. Joseph.
- (4) For any person holding a current, valid class T, trade contractor's license to employ any person to perform any work in the city of St. Joseph which requires a license if that person does not hold a current, valid trade license from the city of St. Joseph for such work as required by this article.
- (5) For any person to employ any individual as an apprentice or intern, as defined in this article, to perform any work in the city of St. Joseph without providing direct supervision as defined in this article.
- (6) For a person to create an unsafe condition and/or allow an unsafe condition to exist that may result in property damage or personal injury.

LICENSING FEE:

Section 7-407.

- New: \$50
- Grandfathered: \$50
- Renewal: \$50
- Multiple License: \$25 (additional)

APPLICANT SIGNATURE:

Printed Name: _____ Title: _____

Signature: _____ Date: _____

CITY USE ONLY			Title	Approval	Date
Received	Date	Initial	Mechanical Inspector		
Issued			Building Dept Supervisor		
			Director		



QUALIFYING PARTY STATEMENT OF UNDERSTANDING

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Under Section 7-477, a firm may obtain, in the firm’s name, a contractor’s license provided that such firm has at least one full-time employee who is designated by the firm as its qualifying party. Designation of this qualifying party shall be provided on this statement of understanding signed by the qualifying party and the contractor. Whenever a building permit is issued in the name of a firm, the firm shall be subject to these regulations. The qualifying party shall be the legal representative for the contractor relative to the provisions of this article. The designated qualifying party shall satisfy the requirements this article. A designated qualifying party shall not be a qualifying party for more than one company, unless the companies have a common owner. When the qualifying party terminates employment with the licensee, the customer assistance department shall be notified in writing within ten calendar days of the disassociation and another qualifying party must qualify within 60 days from the date of this disassociation. The qualifying party or parties are:

- (1) Any individual contractor or copartner.
- (2) Any full-time employee of the contractor applicant.
- (3) Any stockholder of a corporation who was an original incorporator or original stockholder as shown in the articles of incorporation.

Required Attachments:

- 1. Test results or education credit:

Section 7-473 (b). Applicant must pass the appropriate exam with a minimum score of 75% from an approved nationally-recognized testing institution as approved by the director of the customer assistance department. Section 7-473 (c). if the qualifying party holds a bachelor’s degree in business administration, engineering, architecture, or construction science from an accredited college or university, the testing requirement may be waived. A copy of their college/university diploma is required.

- 2. Notarized letter of experience from employer(s):

Four or more years for commercial; three or more years for small commercial/residential.

- 3. Legible copy of driver’s license.

Signatures:

Contractor’s Printed Name	Contractor Signature	Date
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Qualifying Party’s Printed Name	Qualifying Party’s Signature	Date
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Street Address	Phone Number
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City	State	Zip
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Social Security Number



GENERAL INFORMATION:

Printed Name _____

Company Name _____

DISCLOSURE:

Section 7-479. The contractor applicant shall disclose, at the time of application, any current or previous contractor license held in Missouri or any other state and any disciplinary actions taken against such contractor-applicant. If the contractor-applicant is employed by or a principal of a firm, the application shall disclose whether the firm or the firm's principals have had any contractor-related disciplinary action taken against them in Missouri or any other state. No license shall be issued to any contractor-applicant who has had a license suspended or revoked for disciplinary reasons, or who has surrendered a license during any disciplinary proceeding or investigation, within the immediately preceding five years. Any contractor-applicant denied a license under the provisions of this section may appeal such denial to the respective advisory board. Section 7-453 Appeal Procedures.

Location	In Good Standing	Suspended/ Revoked	Date of Suspension/Revocation
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

Past Disciplinary Actions:

Location	Reason	Date

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- (3) For any person to conduct, carry on, or engage in the business of class T contractor without having first obtained a valid, current class T contractor's license from the city of St. Joseph.*
- (4) For any person holding a current, valid class T, trade contractor's license to employ any person to perform any work in the city of St. Joseph which requires a license if that person does not hold a current, valid trade license from the city of St. Joseph for such work as required by this article.*
- (5) For any person to employ any individual as an apprentice or intern, as defined in this article, to perform any work in the city of St. Joseph without providing direct supervision as defined in this article.*
- (6) For a person to create an unsafe condition and/or allow an unsafe condition to exist that may result in property damage or personal injury.*

SIGNATURE:

Signature: _____ Date: _____

Title: _____