



CITY OF CODY
WYOMING

(307) 527-7511

1338 RUMSEY AVENUE
PO BOX 2200

CODY, WY 82414

CONTRACTOR'S APPLICATION CHECKLIST

- Signature notarized?
- Company Project History complete?
- Personal Work History complete? Four (4) years are required for Class A & Class B licenses. Three (3) years are required for Class C license.
- Four (4) reference letters attached? Your reference may write their own letter, or you may provide them with a form letter for signature.
- Liability insurance certificate attached showing City of Cody as Certificate Holder? Minimum insurance is \$1,000,000 Bodily Injury and \$1,000,000 Property Damage Insurance.
- Class A **general contractors** please attach a copy of proof of passing the International Code Council's Wyoming (WAM) General Building Contractor "A" or "B" or Residential Contractor "C" examination.
- Class B **electrical contractors** please attach a copy of your State of Wyoming electrical license AND master of record.
- Class B **plumbing contractors** show proof of passing the International Code Council's Wyoming (WAM) Master Plumber examination.
- Class B **refrigeration contractors** show proof of passing International Code Council's Wyoming (WAM) Refrigeration Master examination.
- Class B **HVAC contractors** show proof of passing the International Code Council's Wyoming (WAM) Master HVAC examination.
- Class B **elevator installation contractors** show copy of your State of Wyoming LM-E (limited technician license)



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CONTRACTOR'S LICENSE APPLICATION

1. Fill out the application completely. The application **must be notarized**. Notary service is available at City Hall for no additional cost.
2. Provide **4 written letters of recommendation**. The letters must be experience related and should establish the length of and type of work provided by the applicant.
3. Please include the **Annual License Fee of \$100.00 plus a one-time processing fee of \$50.00**. All contractor licenses expire December 31st of each year. Renewal forms will be mailed to all licensed contractors. **Fees can be paid with a check, cash or credit card.**
4. Proof of adequate insurance must be on file with the City of Cody before the license is issued and before permits can be written. The minimum insurance are listed below:
\$1,000,000 Bodily Injury and \$1,000,000 Property Damage Insurance required. Section 9-3-5 provides for and requires all contractors of the Cody City Code to furnish a public liability insurance policy in the amount of \$1,000,000 and a property damage liability insurance of \$1,000,000 prior to the issuance of a contractor's license.

2016 Contractor's Board Meeting Schedule		
DATE	TIME	LOCATION
Thursday, January 28, 2016	12:00 PM	City Hall Conference Room
Thursday, February 25, 2016	12:00 PM	City Hall Conference Room
Thursday, March 24, 2016	12:00 PM	City Hall Conference Room
Thursday, April 28, 2016	12:00 PM	City Hall Conference Room
Thursday, May 26, 2016	12:00 PM	City Hall Conference Room
Thursday, June 23, 2016	12:00 PM	City Hall Conference Room
Thursday, July 28, 2016	12:00 PM	City Hall Conference Room
Thursday, August 25, 2016	12:00 PM	City Hall Conference Room
Thursday, September 22, 2016	12:00 PM	City Hall Conference Room
Thursday, October 27, 2016	12:00 PM	City Hall Conference Room
Thursday, November 17, 2016	12:00 PM	City Hall Conference Room
Thursday, December 15, 2016	12:00 PM	City Hall Conference Room

CLASS "A" CONTRACTOR – Two (2) Categories

GENERAL CONTRACTOR:

Category 1: General Building Contractor "A" or "B" contractor's license, as defined by the International Code Council (ICC) (www.iccsafe.org) Wyoming (WAM) examinations, shall be required of persons engaged in the commercial construction contracting business. The General Building Contractor "A" or "B" contractor's license shall license persons to perform construction contracting for either Commercial or Residential construction.

Category 2: Residential Contractor "C" contractor's license, as defined by the International Code Council (ICC) (www.iccsafe.org) Wyoming (WAM) examination, shall be required of persons engaged in the residential construction contracting business. The Residential Contractor "C" contractor's license shall limit persons to perform construction contracting to Residential construction.

An applicant for a general contractor's license shall provide proof of **four (4) years** experience as a general contractor, journeyman carpenter, architect, engineer or other work qualifying him or her to work as a general contractor. The applicant shall show proof of passing the Category 1 or 2 of the ICC Wyoming (WAM) Contractor examinations.

CLASS "B" CONTRACTORS

ELECTRICAL CONTRACTOR:

An applicant for an electrical contractor's license and low voltage electric installation/telecommunications contractor's license shall show proof of **four (4) years** experience as a JOURNEYMAN ELECTRICIAN. The applicant shall show proof of a valid State of Wyoming electrical CONTRACTORS LICENSE and the MASTER OF RECORD MUST BE PROVIDED.

PLUMBING CONTRACTOR:

An applicant for a plumbing contractor's license shall show proof of **four (4) years** experience as a JOURNEYMAN PLUMBER. The applicant shall show proof of passing the MASTER PLUMBING EXAMINATION of the ICC Wyoming (WAM) Master Plumber as sponsored by the Wyoming Association of Municipalities (WAM) or the National Standard Exams as given by the International Code Council (ICC) (www.iccsafe.org).

REFRIGERATION CONTRACTOR:

An applicant for a refrigeration contractor's license shall show proof of **four (4) years** experience as a journeyman installer and proof of passing the MASTER REFRIGERATION EXAMINATION of the ICC Wyoming (WAM) Refrigeration Master as sponsored by the Wyoming Association of Municipalities (WAM) or the National Standard Exams as given by the International Code Council (ICC) (www.iccsafe.org). An LM-H (limited technician license) is required by the State of Wyoming, Department of Fire Prevention and Electrical Safety for electrical work on the load side of the equipment disconnect.

HEATING, VENTILATION & AIR CONDITIONING CONTRACTOR:

An applicant for a heating, ventilation & air conditioning contractor's license shall show proof of **four (4) years** experience as a JOURNEYMAN SHEET METAL MECHANIC. The applicant shall show proof of passing the MASTER HVAC

EXAMINATION of the ICC Wyoming (WAM) Master HVAC as sponsored by the Wyoming Association of Municipalities (WAM) or the National Standard Exams as given by the International Code Council (ICC) (www.iccsafe.org). An LM-H (limited technician license) is required by the State of Wyoming, Department of Fire Prevention and Electrical Safety for electrical work on the load side of the equipment disconnect.

FIRE SUPPRESSION/SPRINKLER SYSTEM INSTALLATION:

An applicant for a fire suppression/sprinkler system installation contractor's license shall show proof of **four (4) years** experience as a fire suppression/sprinkler system installer.

ELEVATOR INSTALLATION:

An applicant for an elevator installation contractor license shall show proof of **four (4) years** experience as an elevator installer and have an LM-E (limited technician license) as issued by the State of Wyoming, Department of Fire Prevention and Electrical Safety.

CLASS "C" CONTRACTORS

ALL OTHER CONTRACTORS:

Any person desiring to be licensed as a Class C licensee shall make written application to the City of Cody Contractors' Board. Applicant shall provide proof of **three (3) years** experience in the area of applicable work. The following contractor's must obtain a Class "C" License: Fencing Installers, Framers, Demolition, Drywall, Stucco/Plaster, Acoustical T-Bar, Insulation, Masonry, Concrete, Landscaping/Sprinkler Systems, Glass/Glazing, Stove Installation, Steel Fabrication and Erection, Water Conditioning, Siding, Roofing, Rebar Installers, Commercial Railing Fabricators/Installers, Sheet Metal Fabricators, Conveyor System Installers, Asbestos Abatement, Ground Stabilization/Mud Jacking, Sign/Awning Installers.

All applications shall be approved by the City of Cody Contractors' Board. A conditional approval letter will be sent out by the Building Official if all requirements are met. This letter will be sent out prior to the Contractors' Board meeting and you will be able to pull permits upon receipt of your conditional approval letter. Once approved by the board your license will be sent out to you in the mail.

The City of Cody Contractors' Board meets once a month to consider license applications. Meetings are usually scheduled for the Fourth Thursday of the month at 12:00 noon. If there are not any applications or if there is a holiday conflict, the meeting may be rescheduled. **Applications to be considered must be submitted to the Building Department ten (10) days in advance of a scheduled meeting.** Applicant may be required to appear before the board. Applicant must be prepared to answer any questions about the application. Any person who fails to pass the prerequisite qualifications may make reapplication after expiration of a thirty-day period and upon payment of required application fee. Applications may be mailed or emailed to bernieb@cityofcody.com or Skimg@cityofcody.com .

If a Class A, Class B or Class C license is needed for work to begin prior to the next contractors' board meeting, the City Building Official may issue a conditional license if he/she determines that all requirements for licensing appear to be met. The board will review the application at the next regularly scheduled meeting. A conditional license shall expire on the date of the next regularly scheduled meeting of the contractors' board and the granting of a conditional license shall not be construed as an assurance, promise or guarantee that the contractors' board will approve the application.

Application Fee: \$50.00

License Fee: \$100.00

CITY OF CODY
Contractors' License Prequalification Statement

Business Name: _____ Date: _____

DBA: _____ Corporation Partnership Sole Proprietor

Location of Companies Physical Address: _____

City: _____ State: _____ Zip: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____ Fax: _____

E-mail: _____

License (**circle one**): Class A General Contractor, Cat 1 or Cat 2; Class B; Class C

Specific Area of Work: _____

Public Liability and Property Damage: Company: _____

Expiration Date: _____ Number: _____

Name of Principals (Including Positions and Local Representatives)

Name: _____ Position: _____ Email: _____ Phone: _____

Name: _____ Position: _____ Email: _____ Phone: _____

Name: _____ Position: _____ Email: _____ Phone: _____

Local Representative: _____ Email: _____ Phone: _____

Have you previously applied for a license in Cody? _____ When? _____

Good Until: _____

How long has your organization been in business? _____

Under this name? _____ Other names? _____

List experience and/or qualifications which may apply to the license application: _____

Have you ever filed bankruptcy or failed on any financial obligations?_____

If so, give specifics:_____

Have you or other principals failed to complete any work awarded to you?_____

If so, where, when and why?_____

Are you familiar with the codes and regulations in Cody concerning your work areas?_____

Name and address of Master License where applicable:_____

The above are true and accurate to the best of my knowledge and belief. References may be verified. I am aware that any false statements shall void this application.

Name of Organization

By:_____

State of_____

SS

County of_____

The foregoing instrument was acknowledged before me by_____

this _____ day of _____, _____.

Witness my hand and official seal.

Notary Public

My commission expires _____.

Chairman of the Board_____ Approve_____ Deny_____

COMPANY PROJECT HISTORY

Please provide a list of specific projects.

Project Name	Owners Name	Address	Phone	Scope	Year Completed

If you need additional space, please attach a separate page.

