



CONTRACTOR LICENSING & CERTIFICATION REQUIREMENTS INFORMATION BULLETIN NO. 118 (June 2, 1997 - Revised August 25, 2008)

City Planning & Development – Development Services

City of Kansas City, Missouri

<http://www.kcmo.org/codes/>

CONTRACTOR LICENSING & CERTIFICATION REQUIREMENTS

Performing construction-related tradeswork in Kansas City, Missouri, requires that a contractor hold both one or more contractor licenses from City Planning & Development – Development Services (CPD-DS) and one or more business licenses from Finance. Prerequisites for and work allowed by the seventeen categories of contractor licenses were set up in the interest of promoting public safety.

Except in the case of a public utility, government agency, or business with a regular maintenance staff supervised by a Missouri registered professional engineer, the following licenses are required of contractors who perform the described tradeswork in Kansas City, Missouri.

LICENSE CATEGORIES

- (1) A **demolition contractor class I** may demolish any building or structure, or any portion thereof, without limitation of height or size.
- (2) A **demolition contractor class II** may demolish any building not more than three stories in height.
- (3) An **electrical contractor class I** may install, alter, repair, or remove any electrical equipment.
- (4) An **electrical contractor class II** may maintain and repair an existing facility on property owned by the licensee or his employer; assemble, install, wire, and connect electric lighting fixtures and extend existing circuits not more than 10 feet; connect gas-fired heating equipment to existing electrical circuits, including extending existing circuits not more than 10 feet and installing control circuits; and assemble, install, wire, and connect electric signs when such connection is limited to extension of existing circuits not more than 10 feet.
- (5) An **electrical contractor class III** may install, alter, repair, or remove communication, fire alarm, burglar alarm, and remote control equipment, as well as low-voltage power, signal, sound, recording, and similar equipment.
- (6) An **elevator contractor class I** may install, alter, modernize, maintain, service, test, or repair any electric or electrohydraulic passenger elevator, freight elevator, escalator, or moving walk.
- (7) An **elevator contractor class II** may install, alter, modernize, maintain, service, test, or repair any hand-powered freight elevator, electric or hand-powered dumbwaiter, manlift, private residence elevator, chairlift, workmen's hoist, material hoist, conveyor, and related equipment.
- (8) A **fire protection contractor class I** may install, alter, modernize, maintain, service, repair, test, and inspect automatic sprinkler systems and standpipe systems for any and all types of occupancies, inclusive of all related underground fire lines and fire services and inclusive of, but not limited to, all appurtenances such as fire pumps; water storage tanks; fire control systems; automatic and manual water-spray and deluge systems; special extinguishing systems using carbon dioxide, foam, dry chemicals or inert gas; and other such systems used for the control or extinguishment of fire. Backflow prevention devices are permitted to be installed, but they must be tested in accordance with City and State regulations.
- (9) A **fire protection contractor class II** may install, maintain, test, or repair only dry, wet, or combination standpipe systems and install fire hydrant lines.
- (10) A **fire protection contractor class III** may install, maintain, test, or repair only special systems using carbon dioxide, foam, dry chemicals, or inert gas for the control or extinguishment of fire.

- (11) A **gas-fired appliance contractor** may install, erect, alter, repair, service, and reset gas-fired appliances other than warm air heating units, but including water heaters not more than 100 gallons' storage capacity; and install low-voltage wiring up to 48 volts when such wiring is not enclosed in conduit or raceway.
- (12) A **heating and ventilating contractor** may install, alter, service, replace, repair, or maintain heating, duct, and ventilation systems; connect a humidifier which is part of a heating system to an existing potable water supply system within a building; connect gas piping from the nearest cutoff valve to the burner of a warm air heating system; connect control wiring to an existing control box; and install, alter, service, replace, remove, or repair air conditioning units of not more than 7 1/2 tons' capacity which are part of an air circulation unit.
- (13) A **pipe fitting contractor** may install, maintain, repair, and service refrigeration equipment; low-pressure, hot-water and steam heating systems; any system containing or connected to a boiler designed to operate under a steam pressure greater than 15 pounds per square inch; any system containing or connected to an unfired pressure vessel designed to operate under a pressure greater than 15 pounds per square inch; industrial or chemical piping designed to operate under a pressure greater than 15 pounds per square inch; pipe insulation; and low-voltage wiring up to 48 volts when such wiring is not enclosed in conduit or raceway.
- (14) A **plumbing contractor** may install, maintain, repair, service, and test all sanitary plumbing and potable water supply piping and appliances connected thereto; gas piping; water heaters; chemical piping; gas ranges, domestic gas incinerators, gas dryers, and other gas-fired appliances; steam heating plants not exceeding 15 pounds per square inch pressure; and hot-water heating plants not exceeding 30 pounds per square inch pressure; and installation of low-voltage wiring not exceeding 48 volts when such wiring is not enclosed in conduit or raceway.
- (15) A **refrigeration contractor** may install, maintain, repair, service, and alter a system of mechanical refrigeration or any system in which either refrigerant piping must be installed or a refrigerant-containing part must be cut into for connection or assembly; install pipe insulation; and install low-voltage wiring up to 48 volts when such wiring is not enclosed in conduit or raceway.
- (16) A residential building contractor may construct, structurally alter, or enlarge any one- or two-family detached dwelling or townhouse, including detached accessory buildings in excess of 400 square feet in area thereto, as regulated by article III of this chapter.
- (17) A **sign contractor** may install, maintain, or repair off-premise advertising (billboards or other outdoor advertising making use of rental poster panels or paint boards) and/or on-premise advertising (outdoor advertising making use of media other than rental panels or paint boards).

LICENSING PREREQUISITES

Before a contractor may be licensed in the City of Kansas City, Missouri, certain requirements must be met. Every contractor must employ a full-time, qualified supervisor to oversee tradeswork. Some contractors also need insurance, cash deposits, and certified employees.

SUPERVISOR & EMPLOYEE CERTIFICATION REQUIREMENTS

A supervisor for a licensed company is an individual who holds a valid Kansas City, Missouri, certificate of qualification in the appropriate trade. A supervisor shall be the business owner or a full-time, managerial employee and shall serve as the qualified supervisor for only one company at a time. The qualified supervisor shall be responsible for any tradeswork the company performs in Kansas City, Missouri. Contractors are only required to employ one formally designated, qualified supervisor for each licensed trade. However, any company may employ more than one certificate holder to perform tradeswork under the designated supervisor; and any individual may hold certificates in more than one trade.

In order to qualify for a certificate, the designated supervisor or employee must submit an application, along with appropriate completed, notarized reference questionnaires, and a \$53.00 nonrefundable application fee. In some cases, the applicant may already have passed a comparable, acceptable third-party examination and need not pay to retest; the applicant shall be responsible for obtaining an official examination comparison from the testing agency or sponsoring jurisdiction and for also providing verifiable evidence of his/her examination date, sponsor, type, and score; and the exam must be deemed to be equivalent or superior to the City's own examination in order to be allowed as a substitute examination. Development Services staff verify the application and references to make sure the applicant:

- Is at least 21 years old.
- Has a high school diploma or GED. (Additional experience may sometimes be substituted for education.)
- Has provided adequate documentation of the required skills, knowledge, and experience.

When the department receives the appropriate application and fees, that individual is scheduled for a written examination. Examinations are generally held the first Saturday of each month, excluding holidays; results are usually available five business days following the exam. A minimum score of 70% on the appropriate exam is mandatory for all supervisor certificates. If the applicant's experience and exam score fulfill standard requirements, the certificate will be issued at no further charge for the first four years. Passage of the examination alone is no guarantee of certification; all other requirements must be deemed by the department to have been fully satisfied. Known deficiencies shall be communicated to the applicant at the time his or her examination is scheduled with the testing agency.

Quadrennially thereafter, the certificate holder will pay a \$161.00 renewal fee to keep the certificate active. If a certificate is not renewed within two years of expiration, it becomes inactive; and the individual must requalify for the certificate by reapplying, retaking the examination, and paying all applicable fees.

INSURANCE REQUIREMENTS

Prior to receiving a new or renewed contractor license, all plumbing, demolition class I, demolition class II, fire protection class I, fire protection class II, residential building, and sign, contractors are required to provide a current insurance certificate which:

- Includes liability coverage with a minimum aggregate limit of \$1,000,000 per occurrence.
- Names the City of Kansas City, Missouri, as additional insured.
- States that the insurance company will notify the City of Kansas City, Missouri, at least thirty days before any change in, or cancellation of, the policy, or ten days in the event of cancellation due to nonpayment of premium.

CASH DEPOSIT REQUIREMENTS

Cash deposits are to be posted with the Finance Department on the third floor of City Hall, telephone (816) 513-1144, prior to applying for a contractor license, where required. Fire protection contractors classes I and II and plumbing contractors must put up a minimum \$500.00 cash deposit. A \$2,500.00 or \$50,000.00 additional restoration deposit may be required by the Public Works and Water Services departments prior to issuance of certain types of permits.

LICENSING PROCEDURES

Once a contractor has met all licensing prerequisites, the business owner/manager and the qualified supervisor must file an application and a \$53.00 nonrefundable application fee with:

City Planning & Development – Development Services
 Contractor Licensing Branch
 City Hall #503
 414 East 12th Street, 5th Floor
 Kansas City, Missouri 64106
 Telephone: (816) 513-1500 (Option 6)
 Fax: (816) 513-1519
 Office hours: 8:00 a.m.-4:30 p.m., Monday-Friday

Development Services staff verify that all licensing requirements—valid State registration, current supervisor, insurance, and cash deposit—have been satisfied. When the application is approved, a \$161.00 issuance fee is charged for the contractor license. Quadrennially thereafter, the contractor shall pay \$161.00 to renew its contractor license;. Continued eligibility to purchase permits and perform regulated work depends upon the contractor's maintenance of a valid license.

NOTE: *The fees for the contractor license are separate from fees the designated supervisor pays for a certificate of qualification, fees the business pays for its business license(s), and permit fees the business pays for code-regulated jobs. Also, a change of company name, ownership, or organization will require a new application, a \$53.00 application fee, and a \$161.00 issuance fee, as well as an appropriately amended cash deposit and a new insurance certificate. When the designated supervisor has changed, the company need only file a new application and pay the \$53.00 application fee, plus any renewal fees owed. Any such changes must be formally reported to City Planning & Development – Development Services in writing within ten days of their occurrence.*

OTHER IMPORTANT INFORMATION

Contractors are also required to purchase and maintain one or more up-to-date business license(s) and to purchase permits and obtain inspections for any tradeswork regulated by the Kansas City, Missouri, Building and Rehabilitation Code (chapter 18 of the Kansas City, Missouri, Code of Ordinances). In addition, they must maintain a current registration with the State of Missouri in the same name and ownership under which they are licensed and are doing business.

Business licenses are issued by:

Finance Department
Business Licensing Section
2nd floor, City Hall
414 East 12th Street
Kansas City, Missouri 64106
Telephone: (816) 513-1135

Permits are issued by:

City Planning & Development – Development Services
Permits Division, Permits Services Branch
City Hall #503
414 East 12th Street, 5th Floor
Kansas City, Missouri 64106
Telephone: (816) 513-1500 (Option 3)
Fax: (816) 513-1456

City Planning & Development – Development Services
Permits Division, Plans Management Branch
2nd floor, Oak Tower
324 East 11th Street
Kansas City, Missouri 64106
Telephone: (816) 513-1500 (Option 4)
Fax: (816) 513-1484

Inspections are conducted by:

City Planning & Development – Development Services
Inspections Division
3rd floor, Oak Tower
324 East 11th Street
Kansas City, Missouri 64106
Telephone: (816) 513-1500 (Option 2)
Fax: (816) 513-1536

Registration of company name and ownership is handled by:

Missouri Secretary of State's Office
State Building
615 East 13th Street
Kansas City, Missouri 64106
Telephone: (816) 889-2925
Fax: (816) 889-2879

Information Bulletins and other CPD-DS information are available on the Internet at www.kcmo.org/codes.

**CITY OF KANSAS CITY, MISSOURI
CITY PLANNING & DEVELOPMENT – DEVELOPMENT SERVICES
LICENSED CONTRACTOR’S DESIGNATED AGENT
AUTHORIZATION FOR PERMIT ISSUANCE - UNLIMITED**

(Authorizes persons other than the contractor's qualified supervisor and principal(s) to obtain permits under the contractor's licenses for any projects being contracted by the contractor)

Date: _____

Name: _____

Position: _____

Company Name: _____

Address: _____

City, State, Zip: _____

I hereby acknowledge that I am an owner, officer, principal or designated supervisor of the company listed above and that, as such, I have the authority to designate one or more alternate company employees or permitting services to sign for permits on behalf of my company. I hereby request that only the following individuals obtain permits on behalf of my company, in addition to myself and my company's designated trades supervisor(s):

Name: _____ Position: _____

Name: _____ Position: _____

Name: _____ Position: _____

Name: _____ Position: _____

Name: _____ Position: _____

Name: _____ Position: _____

Name: _____ Position: _____

Name: _____ Position: _____

I certify that the above-named individuals are in my direct employ or are representatives of a third-party permitting service whose only involvement in any regulated construction-related trade is as a permit procurement agency, charged with walking permit applications and related paperwork through for a fee. I also certify that any permits purchased in my company's name by the persons listed are being purchased for exclusive use by my company and that my company shall perform all of the work under those permits and shall be 100% liable for any work done thereunder. I understand that this authorization letter is valid only as long as those individuals remain in my company's direct employ or, in the case of the third-party permitting service, retained by my company, and that I must revise this authorization as staff changes occur. I understand that City staff may request proof of the identity of any designated individual requesting permits on my company's behalf and may seek proof of that individual's continued employment with my company. I understand that misuse of this form to authorize subcontractors or individuals or entities otherwise regarded by the City of Kansas City, Missouri, as contractors in their own right to use my licenses to obtain construction-related trades permits for their own jobs shall constitute grounds for the temporary suspension or permanent revocation of my trades privileges, per the various applicable sections of the Kansas City Building and Rehabilitation Code, Chapter 18, Code of Ordinances.

Signature: _____

CITY OF KANSAS CITY, MISSOURI
CITY PLANNING & DEVELOPMENT – DEVELOPMENT SERVICES
LICENSED CONTRACTOR’S DESIGNATED AGENT
AUTHORIZATION FOR PERMIT ISSUANCE - LIMITED
(Authorizes a specified person to obtain permits for a specific project
being contracted by the contractor)

Date: _____
Name: _____
Position: _____
Company Name: _____
Address: _____
City, State, Zip: _____

I hereby acknowledge that I am an owner, officer, principal or designated supervisor of the company listed above and that, as such, I have the authority to designate this individual to sign for permits on behalf of my company. I hereby request that only the following individual obtain permits on behalf of my company, in addition to myself and my company's designated trades supervisor(s), for the project specified:

Name: _____ Position: _____
Company Represented: _____ Project Address: _____

I certify that the above-named individual is in my direct employ; is a representative of a third-party permitting service whose only involvement in any regulated construction-related trade is as a permit procurement agency, charged with walking permit applications and related paperwork through for a fee; is the property owner of record at that address; or is the direct employee of the general contractor on that jobsite, under whose general building permit my company is working and who is charged with expediting permit issuance on that project. I also certify that the permit for this project is being purchased for exclusive use by my company and that my company shall perform all of the work under those permits and shall be 100% liable for any work done thereunder. I understand that this authorization letter is valid only for this individual and this project, and that I must provide a new authorization for each project for which I wish to allow an alternate to obtain permits for my company. I understand that City staff may request proof of the identity of any designated individual requesting permits on my company's behalf and may seek proof of that individual's affiliation with my company. I understand that misuse of this form to authorize subcontractors or individuals or entities otherwise regarded by the City of Kansas City, Missouri, as contractors in their own right to use my licenses to obtain construction-related trades permits for their own jobs shall constitute grounds for the temporary suspension or permanent revocation of my trades privileges, per the various applicable sections of the Kansas City Building and Rehabilitation Code, Chapter 18, Code of Ordinances.

Signature: _____