City of Casper

Incorporated 1889
Casper, Wyoming 82601

DIRECTOR
COMMUNITY DEVELOPMENT DEPARTMENT
200 NORTH DAVID STREET
PHONE (307) 235-8241
WWW.CASPERWY.GOV

GENERAL CONTRACTOR LICENSE APPLICATION

Attached is an application for a City of Casper General Contractor's License. Applications are required to be completed and returned to the City of Casper's Community Development Department at least 10 days before the Contractor's Board Meeting, which meets on the third Thursday of each month. An oral interview may be required to complete the Board's decision. If any interview is determined to be necessary, you will be notified when to appear. Complete the forms in their entirety, and enclose any additional information that you feel will help the Board determine your qualifications regarding your application. The categories of general contractor licenses are listed below:

CLASS I authorizes the contractor to construct, repair, or alter any structure.

CLASS II authorizes the contractor to construct, repair, or alter residences up to and including an eight-unit residential building and remodel of commercial structures up to 25% of assessed value of the existing structure.

CLASS III authorizes the contractor to repair, remodel, or alter single-family residences **only** up to 25% of assessed value.

DEMOLITION CONTRACTOR authorizes the contractor to demolish and remove any structure or building.

ROOFING CONTRACTOR authorizes the contractor to install, repair, or construct roofs and associated roofing materials.

Testing may be required for all general contractor categories. Class I and II General Contractors are tested on the latest edition of the International Building Code (IBC). Class III Contractors are tested on the International Residential Building Code (IRC). Roofing contractors are tested on the roofing section of the International Building Code only, with some local amendments. Demolition Contractors are not required to pass a written test. All testing is open book with a four (4) hour time limit. The testing will cover all areas of the code. The City of Casper may waive the testing requirement for applicants who are currently licensed in a jurisdiction with testing requirements that are the same or equal to the testing required by the City Contractor's license, including the testing offered by the Wyoming Association of Municipalities or International Code testing.

Every Applicant must show a minimum of four (4) years of experience in the construction trades to qualify for the general contractor's license. The experience criteria and the minimum time will be based on the judgment of the Board in evaluating each applicant's background and qualifications.

IMPORTANT NOTE:

ALL AFFIDAVITS MUST BE BY A THIRD PARTY AND MUST BE NOTARIZED OR WRITTEN ON COMPANY LETTERHEAD. ALL APPLICANTS MUST SUBMIT AFFIDAVITS THAT WILL VERIFY A MINIMUM OF FOUR (4) YEARS OF CONSTRUCTION WORK EXPERIENCE BEFORE THE CONTRACTOR'S BOARD WILL CONSIDER YOUR APPLICATION. NOTE: SELF-VERIFICATION OF AFFIDAVITS WILL NOT BE ACCEPTED.

SCHEDULE OF FEES FOR LICENSE:

Classification		New License:	Renewal:
Class I	General Contractor	$300.00	$75.00
Class II	General Contractor	$150.00	$75.00
Class III	General Contractor	$150.00	$75.00
Demolition	General Contractor	$150.00	$75.00
Roofing	General Contractor	$150.00	$75.00

MINIMUM INSURANCE REQUIREMENTS:

Public Liability	$100,000/$300,000
Property Damage	$100,000

APPLICATION FORM FOR GENERAL CONTRACTORS

PART I- GENERAL INFORMATION

Date_____ 20___

Name of Company (if applicable) _____

Name of Qualifying Person or Persons _____

Current Address_____ City_____ State_____ Zip_____

Telephone Number _____ Cell Number_____

Email_____

Employer_____

Employer's Address _____ City _____ State____ Zip_____

Position_____Years at present employer_____Comments_____

_____

Date and location of residence in Wyoming_____

If not Wyoming resident, location of residence_____

Class of License you are applying for? Class I___ Class II___ Class III_____

Demolition___ Roofing____

Part II- LICENSER HISTORY

Please list all licenses that you presently hold in any other state or municipality. Attach a photocopy of each license.

Location of License	Year Issued	Type of License

Part III- EMPLOYMENT VERIFICATION (AFFIDAVITS)

Applicant's Name_____
(Print)

Name and address of employer or person verifying time and position of Applicant

(Name)_____
(Address)_____
(City)_____(State)_____
(Zip)_____(Phone No.)_____

Date of Employment: From_____ through_____
From_____ through_____
From_____through_____

Add additional dates (as necessary)

Job Title of Applicant _____
Job Description of Applicant_____
_____
_____

To be completed by Employer or Person verifying Applicant's information. (Do Not use self-verification.)

Is the information true and correct to the best of your knowledge including the time and type of work and duties? YES_____ NO_____
COMMENTS:_____
_____
_____

If it is necessary for a representative of the City of Casper to contact you about this information, please give any information that may expedite this process.

Current Address_____ City_____ State_____ Zip_____
Day Phone No. _____ Cell Phone No._____
Email Address_____

DATED this _____ day of _____, 20___

_____
Signature

_____
Printed Name of Signature

Subscribed and sworn to before me this _____ day of_____, 20___

_____
Notary Public

My Commission Expires:

CITY OF CASPER
LICENSING & BOARD OF APPEALS
MEETINGS AND SUBMITTAL DEADLINES

Regular meetings are held on the following dates at 4:00 p.m. in the Downstairs Meeting Room of Casper City Hall, 200 North David Street, Casper, Wyoming.

All applications shall be submitted to the Community Development Department by the application submittal deadline. The Licensing Board will then consider the application at its regular meeting held the third Thursday of each month.

Application Submittal Deadline	Licensing & Board of Appeals Regular Meeting Dates
January 6, 2015	January 15, 2015
February 10, 2015	February 19, 2015
March 10, 2015	March 19, 2015
April 7, 2015	April 16, 2015
May 12, 2015	May 21, 2015
June 9, 2015	June 18, 2015
July 7, 2015	July 16, 2015
August 11, 2015	August 20, 2015
September 8, 2015	September 17, 2015
October 6, 2015	October 15, 2015
November 10, 2015	November 19, 2015
December 8, 2015	December 17, 2015