

Building & Codes Department

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Provided by:

**City of Wellington
BUILDING & CODES DEPARTMENT**

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Licensing Requirements

105.1 REQUIRED. Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this Code, or to cause any such work to be done, shall first make application to the **Building Official** and obtain the required **Permits**.

**Building Contractor-Class A, B, C & D
Electrical Contractor-Master & Journeyman
Mechanical Contractor-Master & Journeyman
Plumbing Contractor-Master & Journeyman
Tree Trimmer**



Building Contractor

The City of Wellington requires Building Contractor Licenses for companies or individuals in the business of constructing and remodeling commercial/industrial and residential structures. Licenses are also required for Basement, Roofing and Framing Contractors. The following requirements must be met before the City of Wellington can issue the license:

- 1) Copy of Certificate of successful completion of ICBO/ICC examination.
- 2) Insurance Certificate issued to City of Wellington, naming the City as an additional insured and containing a provision that the City will receive at least 15 days written notice of material change or cancellation of the policy. Certificate shall include Workers Compensation as required by State of Kansas.
- 3) Completed City of Wellington license application.
- 4) Roofing Contractors must provide Certificate Number issued by Attorney General's Office, effective 7-1-2013.

Building Contractor Licenses expire on December 31 of each odd-numbered year. Renewal notices are generally mailed in December. A grace period of 30 days allows for renewals up to February 1 of the following year. Two-Year licensing cycles.

BUILDING LICENSE CLASSIFICATIONS:

Class A General - Unlimited (Initial Fee: \$200.00/Renewal Fee: \$200.00) 5 years experience.

Class B Building - Any building not exceeding three stories in height, non-structural remodels to commercial buildings exceeding three stories (Initial Fee: \$100.00/Renewal Fee: \$150.00) 4 years experience.

Class C Residential - One & two family residences, accessory buildings thereto (Initial Fee: \$100.00/Renewal Fee: \$100.00) 3 years experience.

Class D Specialty - Remodel, repair and maintenance of dwelling units (Initial Fee: \$75.00/Renewal Fee: \$100.00) 2 years experience

Insurance Requirements--Class A license requires \$500,000 Personal Injury/\$500,000 Property Damage

All other building license classes require \$300,000/\$300,000.

Electrical, Mechanical & Plumbing Contractors

The City of Wellington requires licensing for companies or individuals in the business of electrical, mechanical or plumbing installations. The following requirements must be met before the City of Wellington can issue the license:

- 1) Copy of Block & Associates/Experior Assessments Certificate for each Master and Journeyman.
- 2) Insurance Certificate issued to City of Wellington, naming the City as an additional insured and containing a provision that the City will receive at least 15 days written notice of material change or cancellation of the policy. Certificate shall include Workers Compensation as required by State of Kansas.
- 3) **\$100.00 initial fee for Contractors & Masters (if Master is not owner of business, a separate Employing Contractor license will be issued at an additional \$100.00 fee). Renewal fee for Employing/Master Contractor = \$100.00/Master = \$80.00.**
- 4) **\$15.00 initial fee for each Journeyman / \$30.00 renewal.**
- 5) Completed City of Wellington license application.
- 6) **Twelve (12) Classroom Hours every two years with license renewal must be on file.**

Minimum insurance required for Plumbing, Electrical & Mechanical - \$300,000, including personal injury and property damage.

All electrical, mechanical & plumbing licenses expire on December 31 of each odd-numbered year. Renewal notices are generally mailed in December. A grace period of 30 days allows for renewals up to February 1 of the following year. Two-year licensing cycle.

Tree Trimmer

The City of Wellington requires licensing for companies or individuals in the business of trimming trees. To obtain a Tree Trimmer License, an Insurance Certificate is required, issued to the City of Wellington, naming the City as an additional insured and containing a provision that the City will receive at least 15 days written notice of material change or cancellation of the policy. Certificate shall include Workers Compensation as required by State of Kansas.

An annual license fee of \$25.00 is required.

All Tree Trimmer Licenses expire on December 31 of the year in which they were issued. A grace period of 30 days allows for renewals up to February 1 of the following year.

Minimum insurance required \$300,000 including personal injury and property damage.

The information contained in this brochure is provided in an attempt to describe the general requirements for licensing in the City of Wellington. Additional requirements may apply. For further information, please contact the Building Department.