



## Contractor Licensing Information

**The following information is required when submitting your Contractor license application:**

1. Completed & signed application and \$200.00 licensing fee. \$20 trade card fee. Trade cards are required for all Electrical, Plumbing & Mechanical masters, journeyman and helpers.
2. Certificate of Insurance with the City of Garden City listed as certificate holder in the amount of \$500,000 (minimum) general liability.
3. Letter of Good Standing from the State of Kansas. Limited liability companies and incorporated companies in the State of Kansas go to [www.kansas.gov](http://www.kansas.gov) for information. Out of State contractors go to [www.kssos.org](http://www.kssos.org) for the Foreign Corporation Application.
4. Proof of passing the Kansas or National exam pertaining to specific license request with a minimum passing score of 75% through either of the following exam providers:
  - International Code Council – [www.iccsafe.org](http://www.iccsafe.org)
  - Thompson Pro-metric (Experior or Block & Associates) – [www.prometric.com](http://www.prometric.com)
  - Pearsonvue – [www.pearsonvue.com](http://www.pearsonvue.com) (Ph. 1-877-234-6082)

Exam required for all trades, including commercial roofers. Building contractor exams must be based on the 2015 version or a more recent version. If an older version of exam was obtained, a minimum of 2 years previous continuing education is required.

Kansas Roofing Registration Certificates are required for all Roofing Contractors and General Contractors engaging in roofing for profit.

5. Continuing Education Hours are required for anyone that passed their exam at least one (1) year prior to applying for the Garden City Contractor License CEU's required:
  - Six (6) hours annually, three (3) hours must consist of code education
  - Twelve (12) hours biennially, six (6) hours must consist of code education
6. List of jobs competed within the last 24 months.
7. List of employees authorized to obtain permits.