



REQUIREMENTS FOR CONTRACTORS IN THE CITY OF LIBERAL, KANSAS

All **building contractors** must pass the ICC or Prometric test with a score of **75%** or better as per Kansas State Statutes. All ICBO or Block & Associates test will be accepted if contractors have taken those tests. You shall present a copy of your letter showing that you passed the test and the State in which you had taken the test.

All **electrical, plumbing and mechanical contractors** must pass the ICC, IAPMO or Prometric tests with a score of **75%** or better as per Kansas State Statutes. All ICBO or Block & Associates test will be accepted if contractors have taken those tests. You shall present a copy of your letter showing that you passed the test and the State in which you had taken the test. All NEW applicants for Master Electrician licenses must show proof of at least 2 years as a Certified Journeyman if less than 2 years certified as a master.

All contractors must have a **Certificate of Insurance** with a minimum of \$500,000.00 in general liability insurance, including products and completed operations with the City of Liberal as Certificate Holder; and a **Certificate of Good Standing from the Kansas Secretary of State** is also required of ALL contractors.

FEES FOR LICENSES

Contractor's License - New - \$200.00

Contractor's License- Renewal - \$100.00

Local Certificate for All Trades, Each - \$20.00

** All masters, journeyman, and apprentices tradesman working for a contractor.*

NOTE: Certificates of Insurance are subject to review to assure adequate coverage. Descriptions of operations shall be explained on your certificate of liability insurance before we approve your contractor's license.

ALL LICENSES ARE GOOD FROM JANUARY 1 TO DECEMBER 31 NO MATTER WHEN IT IS PURCHASED - THE CITY WILL NOT PRORATE ANY LICENSE.



Upon the adoption of Ordinance No. 4424-A the City of Liberal's Building Department will now use the following descriptions to identify the types of contractors that will be classified with the building department.

A. CONTRACTOR DEFINED.

Building Official – The designated authority charged with the administration and enforcement of the Building Code of the City of Liberal, or his or her authorized representative.

Contractor - A person or firm that undertakes a contract to provide materials and/or labor to perform a service or do a job. This includes any plumbers, gas fitters, electricians or other specialized person for whom special licenses or bonds are required by other laws of the city.

Contractor shall not mean or include:

Any licensed subcontractor working under the supervision of a general contractor; or

Any owner making ordinary repairs to any building or structure not involving the structural, mechanical, electrical, gas or plumbing parts of the building; or

Any employee under the direct on-site daily supervision of a licensed contractor.

Electrical Apprentice – An individual who works with master electricians and journeyman electricians for the purpose of learning the occupation of electrical wiring. This individual shall work only under the direct supervision of certified master electricians and journeyman electricians.

Electrical Journeyman – an Individual who is qualified and certified to do electrical wiring, repairs and maintenance or in any way work at the occupation of electrical wiring for and under the direction of a qualified master electrician

Electrical Master – An individual, who is qualified, certified and equipped to properly lay out and plan the installation, repairs and maintenance of electrical wiring.

Electrical Wiring – shall consist of the placing or installation of wires, conduits, raceways, cables and/or circuits in buildings or structures in the City of Liberal and the area surrounding the city under the jurisdiction of the City of Liberal, and the repair, replacement and/or wiring of like power and lighting installations for the transmission of electricity for the operation and the use of electrical appliances, fixtures, motors and any other apparatus or equipment designed or intended to use electricity or electrical current.

Electricians Helper – a person who helps master electricians and journeyman electricians at the occupation of electrical wiring and only in the presence of such master electrician or journeyman electrician.

Mechanical Apprentice – An individual whose status is that of an apprentice in the mechanical installation trade. This individual shall work only under the direct supervision of a certified master mechanical installer or a certified journeyman mechanical installer.

Mechanical Journeyman– an individual who is qualified and certified to install, repair or maintain mechanical equipment, or in any way work at the occupation of mechanical installation, for and under, the supervision of a certified master mechanical installer

Mechanical Master – an individual, who is qualified, certified and equipped to properly lay out and plan the installation, repairs and maintenance of mechanical systems.

Plumbing Apprentice – An individual whose status is that of an apprentice in the plumbing installation trade. This individual shall work only under the direct supervision of a certified master plumber or a certified journeyman plumber

Plumbing Journeyman – an individual who is qualified and certified to do plumbing, plumbing repairs and maintenance or in any way work at the occupation of plumbing and gas systems for and under the supervision of a certified master plumber.

Plumbing Master – an individual, who is qualified, certified and equipped to properly lay out and plan the installation, repairs and maintenance of plumbing or gas systems.

B. BUILDING TRADES AND CONTRACTORS.

- 1. Class A-AGC- General Contractor.** Undertakes with or for another, for a fixed sum price, fee or any compensation other than wages, advertises, or represents to the public the capacity or ability to undertake the construction, repair, alteration, remodeling, addition to, subtraction from, improvement, and demolition of any building or structure including improvement, and demolition of any building or structure related improvements to real estate. This does not include any electrical, mechanical, plumbing, and natural or liquefied petroleum gas work.
- 2. Class B-BGC- General Contractor.** Undertakes with or for another, for a fixed sum price, fee or any compensation other than wages, advertises, or represents to the public the capacity or ability to undertake the construction, repair, alteration, remodeling, addition to, subtraction from, improvement, and demolition of commercial buildings, single- and multiple-unit residential dwellings, and accessory-use structures, all of which shall not exceed three stories in height. This does not include any electrical, mechanical, plumbing, or natural or liquefied petroleum gas work.
- 3. Class C-CGC-General Contractor.** Undertakes with or for another, for a fixed sum price, fee or any compensation other than wages, advertises, or represents to the public the capacity or ability to undertake the construction, repair, alteration, remodeling, addition to, subtraction from, improvement, and demolition, and improvement of single or multiple residential dwelling units as defined by the

- residential building code. This does not include any electrical, mechanical, plumbing, or natural or liquefied petroleum gas work.
4. **Class-MC-Mechanical Contractor.** Undertakes with or for another, for a fixed sum price, fee or any compensation other than wages, advertises, or represents to the public the capacity or ability to undertake the design, installation, maintenance, repair, alteration, and extension of air conditioning, refrigeration, warm air heating, low and high pressure boilers, ventilation systems, duct systems, unfired pressure vessels, fuel transmission lines, and related appurtenances.
 5. **Class-EC-Electrical Contractor.** Undertakes with or for another, for a fixed sum price, fee or any compensation other than wages, advertises, or represents to the public the capacity or ability to undertake the design, plan, installation, repair, alternation, and maintenance of electrical conductors, raceways, and equipment for light, heat, and power.
 6. **Class-PGC-Plumbing with Gas Contractor.** Undertakes with or for another, for a fixed sum price, fee or any compensation other than wages, advertises, or represents to the public the capacity or ability to undertake the installation, repair, maintenance, and extension of any plumbing system, including drains, waste, sanitary vents, water supply, fixtures, indirect wastes and natural or petroleum gas systems, installation, repair, and maintenance of gas piping systems, including gas piping, appliances, vents, flues, tanks, and other related appurtenances.
 7. **Class-RC-Roofing Contractor.** Undertakes with or for another, for a fixed sum price, fee or any compensation other than wages, advertises, or represents to the public the capacity or ability to undertake the installation, repair, and replacement of roof coverings, including roof deck insulation, roof coating, painting, covering, use of sheet metal products incidental to roofing work or other related material, and installation of nonstructural decking and siding.
 8. **Class-SIC-Sign Installation Contractor.** Undertakes with or for another, for a fixed sum price, fee or any compensation other than wages, advertises, or represents to the public the capacity or ability to undertake the installation, repair, and modification of non-electric signs.
 9. **Class-CRTC-Concrete Contractor.** Undertakes with or for another, for a fixed sum price, fee or any compensation other than wages, advertises, or represents to the public the capacity or ability to undertake concrete work, including formwork, placement of steel reinforcement, batching, mixing, delivery, placing, finishing, and curing which shall include, sidewalks, driveways and non-bearing slab work. Concrete porches shall not be included in class of contractor.
 10. **Class-USPC-Unlimited Swimming Pool Contractor.** Undertakes with or for another, for a fixed sum price, fee or any compensation other than wages, advertises, or represents to the public the capacity or ability to undertake the construction, service, and repair of all types and kinds of residential and commercial swimming pools. This includes excavation and grading, construction, appurtenances, and installation of all equipment. This does not include direct connections to a sanitary sewer system or to potable water lines, the grounding and bonding of metal surfaces, or the making of any electrical connections.

- 11. Class-FSPSC-Fire Sprinkler & Protection Services Contractor.** Undertakes with or for another, for a fixed sum price, fee or any compensation other than wages, advertises, or represents to the public the capacity or ability to undertake the design, plan, installation, repair, alteration, and maintenance of Fire Sprinkler and Protection Services.
- 12. Class-WCC-Water Conditioning Contractor.** Undertakes with or for another, for a fixed sum price, fee or any compensation other than wages, advertises, or represents to the public the capacity or ability to undertake the installation, servicing or repairing water conditioning equipment. Water conditioning equipment means any water conditioning device to include filters, softeners, hypochlorinators, aerators, chemical feeders, associated equipment and the like used in connection with the conditioning of water.
- 13. Class-SOC-Specialized Other Contractor.** Undertakes with or for another, for a fixed sum price, fee or any compensation other than wages, advertises, or represents to the public the capacity or ability to undertake one of the following specialties: the installation or repair of fences, windows and doors, siding and guttering or any other specialized work that does not meet a specified classification or description defined herein at the determination of the building official.
- 14. Class-BTC-Backflow Test Contractor.** Undertakes with or for another, for a fixed sum price, fee or any compensation other than wages, advertises, or represents to the public the capacity or ability to undertake the, testing, servicing or repairing of backflow prevention devices.