

General Contractor License Quick Reference Document

Reference Ordinance No. 2021-3178

This document is intended to summarize information for General Contractors necessary to obtain and maintain a General Contractor License with the City of Concordia. For more information or context, please review Chapter 11 Article 4 of the Concordia City Code. Contact the City Building Official at (785) 243-2672 or Bruno.Rehbein@concordiaks.org with questions.

General Information

- Initial General Contractor license term is April 1, 2021 through December 31, 2023
- Licenses are 2-year terms, expiring December 31 of the next year after the year of issuance.
- License renewal is required prior to the expiration date of the second year after the year of renewal.
- Provisional Licenses (grandfathering) are available to applicants proving a successful permit history of at least three (3) building permits since January 1, 2016.
- Provisional License applications will only be accepted through September 30, 2021.
- Licenses must be displayed at the Contractor's place of business.

Initial License Application Required Submittals

- Completed Application Form – obtain from City Clerk or City website www.concordiaks.org
- Proof of Liability Insurance –
 - \$50,000 per occurrence minimum
 - City of Concordia names as certificate holder
 - Cancellation clause included.
- Proof of Workers Compensation Insurance
- Proof of Test Passage or Proof of Successful Permit History
- Fee Payment - \$50.00 per license, per each 2-year license term

Renewal License Application Required Submittals

- Completed Application Form – obtain from City Clerk or City website www.concordiaks.org
- Proof of Liability Insurance –
 - \$50,000 per occurrence minimum
 - City of Concordia names as certificate holder
 - Cancellation clause included.
- Proof of Workers Compensation Insurance
- Proof of Successful Completion of 12 Hours Approved Continuing Education per each 2-year license term
- Fee Payment - \$50.00 per license, per each 2-year license term

General Contractor License Categories (excludes Mechanical, Electrical, Plumbing work)

- Category A – Any buildings, structures and signs – but not in-ground swimming pools, fire alarm and communication systems, or fire sprinkler systems
- Category B – Any buildings not exceeding 3 stories or structures not exceeding 65 feet in height, nonstructural alterations or repairs to any buildings or structures and signs – but not in-ground swimming pools, fire alarm and communication systems, or fire sprinkler systems
- Category C – Work on one- and two-family residences and their accessory structures only and signs – but not in-ground swimming pools, fire alarm and communication systems, or fire sprinkler systems

Exemption from License

- Handyman / Maintenance – Only for work not requiring a permit. Some exceptions exist.
- Owner/Occupant of Single-Family Dwelling – Only if insured and if one year between projects and if self-performing work
- State and Federal Facilities
- Public Utilities Under Franchise Agreement with the City

Enforcement of Work Without License or Permit

Contractor licenses and permits are now required for most work. Performing work without a license or permit is a violation of City ordinance, and is subject to the following penalties:

- Warning letters
- Fines up to \$2,000
- Court proceedings
- License suspension or revocation

Continuing Education

Twelve (12) hours of continuing education is required during each licensing cycle. Up to six (6) hours of continuing education can be from attendance at Concordia Board of Building Trades meetings.

Below are other sources of continuing education that have been approved by the City. This list is not all-inclusive. Please contact the City Building Inspector if you would like to take a class from sources not listed to determine whether it will count.

- KPHCC / Kansas Plumbing, Heating, Cooling Contractors Association, Inc. www.phccks.org
1632 S. West St., Suite 3, Wichita, KS 67213 – 316-943-7100
- IAPMO / International Association of Plumbing and Mechanical Officials www.iapmo.org, or call 1-800-854-2766
- ICC / International Code Council www.iccsafe.org or call 1-800-423-6587
(you can also order code books IBC, IRC etc. from this site)
- Salina Chapter IAPMO – presents local continuing education from time to time.
Call Mike Bachofer, 785-493-2323 or Robert Ochoa, 819-6682
- Johnson County, Kansas - Johnson County has developed a continuing education program; www.jocogov.org, from the home page, click on agencies/departments, click on contractor licensing, then education or call 913-715-2233
- Colorado Chapter ICC – offers a week-long agenda of code classes “The Denver Tech Institute” usually around the first week of March – www.coloradochaptericc.org click on “Education”, then “Education Institute”.
- Salina Technical College – Continuing Education is offered from time to time, and is usually in the evening. www.salinatech.edu or call 785-309-3100. (best to call for information)
- Kansas Trane sponsors and presents continuing education; www.kansastrane.com, or call 316-265-9655
- American Red Cross - www.northcentralkansas.redcross.org or call 785-827-3644 – The Red Cross sponsors CPR or First-Aid courses.

Online continuing education will be considered for continuing education credit, provided the Building Official has approved the on-line course. Some websites for you to consider:

- www.pacepdh.com – (click on Kansas/Salina link to view classes that are pre-approved by the Building Official)
- <http://go.bluevolt.com/CoBrandTemplate/CourseCatalog.aspx>
- www.wooduniversity.org
- www.apawood.org
- www.myelectricalceu.com
- www.jade1.com
- www.redvector.com
- <http://www.pack-ice.com/index.php>
- <http://www.tradesmance.com>
- www.tradesmance.com/kansas-electrician-continuing-education