

CITY OF HARPER  
CONTRACTOR LICENSE APPLICATION FORM  
Ordinance G-295

New License Application

License Renewal Application

LICENSE FEE: \$30.00

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NAME OF APPLICANT: \_\_\_\_\_

NAME OF BUSINESS: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

TAX I.D. # \_\_\_\_\_ BUSINESS CONTACT #: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant (designated rep)

\_\_\_\_\_  
Date

OFFICE USE:

All Contractors must provide the following prior to licensing:

\_\_\_\_\_ \$500,000.00/\$500,000.00/\$1,000,000.00 Liability Insurance

Application Received By: \_\_\_\_\_

New License Issued On: \_\_\_\_\_

Renewed License Issued On: \_\_\_\_\_

**CITY OF HARPER**  
**CONTRACTOR LICENSE CHECKLIST**

Applications Will Not Be Processed Until All Requested Information Has Been Provided

**CONTRACTOR LICENSING IS REQUIRED ANNUALLY**  
**Licenses expire Dec. 31st of each calendar year.**

License Fee: \$30.00.

**CONTRACTOR DEFINED:** a) A contractor for the purpose of this ordinance shall be any person, firm, co-partnership, corporation, association, or any combination thereof, whether a resident or not of the city:

1) Who or which undertakes with or for another, for a fixed sum, price, fee or any compensation other than wages, to build, construct, alter, repair, add to, wreck or move any building or structure (or any portion thereof), or any sidewalk, driveway entrance or structure in any street, or any advertising sign, panel poster or billboard, or any other structure, in the city, for which a building permit may now or hereafter be required by the laws of the city;

2) Who or which advertises or represents himself, herself, or itself to the public to have the capacity or ability to undertake, or submit a bid or offer to build, construct, alter, repair, add to or wreck, remove, restore or replace any building, structure or construction work or any portion thereof; or

3) Who or which undertakes with or for another, for a fixed sum, price, fee or any compensation to install, construct, alter, repair, add to, or move any electrical installation or performs any electrical construction work in the city; or

4) Who or which advertises or represents himself, herself, or itself to the public to have the capacity or ability to undertake, or submit a bid or offer to install, construct, alter, repair, add to, remove, restore or replace any electrical installation or perform any electrical construction work; or

5) Any person engaged in the business of installing, altering, maintaining, or repairing plumbing, which shall include all materials and plumbing fixtures, water pipes, portable water treatment equipment, traps, drainage and vent piping, and building drains, including their respective points, connections, devices, receptacles and appurtenances located within the property lines of any premises or in any building; or

6) Any gas fitter or person engaged in the business of installing, altering, or repairing fuel gas piping, gas systems or fixtures.

b) A contractor as defined shall not mean or include:

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

2) Any owner or his or her authorized agents or employees making ordinary repairs to his, her or its own building or structure not involving the structural parts of the building for which a permit is not required or on which a contractor, as defined is not required, employed or engaged to perform; or

3) Any property owner personally performing any improvements, alterations, building construction, electrical construction, plumbing piping installation within or upon his or her own residence and intended for his or her own personal use and permanent occupancy. Personal building construction by an owner under this section shall be by himself, herself, for himself or herself on his or her own residence, without compensation and no person shall be employed to assist him or her in any way on such work except a contractor licensed by the city;

4) Any person engaged in construction work not involving a total cost of greater than \$1000.00, exclusive of labor on any one occasion.

**All Contractors must provide the following prior to licensing:**

**\$500,000.00/\$500,000.00/\$1,000,000.00 Liability Insurance**

\*\*All contractors must procure and maintain a liability insurance policy in the amounts of \$500,000.00 for the death and injury of any one person, \$500,000.00 for the death or injury of any number of persons in one accident, and \$1,000,000.00 for property damage in any one accident. Such policies of insurance shall be issued by some insurance company authorized to do business in the State of Kansas. Contractors may qualify as to the insurance requirements by filing a certificate with the city clerk executed by the resident agent of such company stating that the required policy of insurance has been issued by such company for the purpose required in this article and that such insurer will not cancel the policy except upon giving 30 days notice in writing to the city; and that the certificate shall be filed for an annual period beginning January 1 and ending December 31 of such year.