

Building Inspections issues and regulates the licensing and registration of building contractors and trade contractors in the various fields. All contractors are required to be licensed prior to working in the City of Great Bend. The following license and certificate types are issued and defined by the City of Great Bend:

- Class A General Contractor – entitles license holder to contract for and perform any act as a building contractor for building, remodeling or repairing of any structure or addition.
- Class B Building Contractor – entitles license holder to contract for and perform any act as a building contractor limited to the erection, addition to, remodeling and wrecking of commercial buildings not exceeding three stories in height. Allows license holder to contract for and perform nonstructural remodeling to commercial buildings exceeding three stories in height.
- Class C Residential Contractor – entitles license holder to contract for and perform any act as a contractor limited to construction, remodeling, and/or repair of one- and two-family residences and building accessories thereto.
- Class D Roofing Unlimited Contractor – entitles license holder to contract for and perform any act as a contractor limited to installation, repair and replacement of roof coverings.
- Class E Roofing Limited Contractor – entitles license holder to contract for and perform any act as a contractor limited to the installation, repair and replacement of residential steep roof coverings.
- Class F Limited Contractor (includes sign contractors) – entitles license holder to contract for and perform any act as a contractor limited to one or more specific specialties listed on the license application.
- Class G Demolition Contractor – entitles license holder to demolish any building.
- Class H House Moving Contractor – entitles license holder to move any building.
- Electrical Contractor – entitles license holder to engage in the business of electrical wiring on his own and not in the employee of another person. *Certificates required.*
- Mechanical Contractor – entitles license holder to engage in the business of mechanical operations and/or mechanical systems on his own and not in the employee of another person. *Certificates required.*
- Plumbing Contractor – entitles license holder to engage in the business of plumbing on his own and not in the employee of another person. *Certificates required.*
- Master Certificate – issued to a person who is qualified and certified to work at the occupation of electrician, plumber or mechanical operations. A master working at a job site may direct or supervise no more than a total of two apprentices or helpers.
- Journeyman Certificate – issued to a person who is qualified and certified to work at the occupation of electrician, plumber or mechanical operations. A journeyman may work at a job site by him/herself. In addition, a journeyman may supervise or direct at a job site no more than a total of two apprentices or helpers.

- Apprentice Certificate – issued to a person who is certified to work with a master or journeyman for the purpose of learning the trade and only in the presence of a master or journeyman at all times.
- Helper Certificate – issued to a person who is certified to work in the presence of a master or journeyman not on a full-time basis. When the employer desires to use them full-time and start training, he/she shall require an apprentice certificate.

Each application for a license type listed above must list a qualified person. The qualified person is considered to be the applicant for a license and shall be:

- a. The individual for an individual license; or
- b. One of the partners for a partnership license; or
- c. An officer or active member in the corporation; or
- d. A full-time employee of A, B, or C as aforementioned.

**Full-time employment shall be defined as thirty-two hours or more per week for all license and certificate types.*

The qualified person applying for a license shall meet the following requirements for the license class requested:

1. Class A General Contractor shall require:
 - a. A minimum of five years practical experience, or
 - b. Two years trade school and three years practical experience, or
 - c. A degree in architecture, construction science, or engineering and two years experience, and
 - d. Proof of test scores for an approved general contractor examination with a minimum passing score of 75% in addition to the aforementioned.
2. Class B Building Contractor shall require:
 - a. A minimum of five years practical experience, or
 - b. Two years trade school and three years practical experience, or
 - c. A degree in architecture, construction science, or engineering and two years experience, and
 - d. Proof of test scores for an approved building contractor examination with a minimum passing score of 75% in addition to the aforementioned.
3. Class C Residential Contractor shall require:
 - a. Three years practical experience, or
 - b. One year of trade school and two years experience, and
 - c. Proof of test scores for an approved residential contractor examination with a minimum passing score of 75% in addition to the aforementioned.
4. Class D Roofing Unlimited Contractor shall require:
 - a. Three years practical experience; and
 - b. Proof of test scores for an approved roofing unlimited examination with a minimum passing score of 75% in addition to the aforementioned.

5. Class E Roofing Limited Contractor shall require:
 - a. Two years practical experience; and
 - b. Proof of test scores for an approved roofing limited examination with a minimum passing score of 75% in addition to the aforementioned.
6. Class F Limited Contractor shall require:
 - a. Two years experience.
**No test will be required.*
7. Class G Demolition Contractor shall require:
 - a. Two years experience.
**No test will be required.*
8. Class H House Mover shall require:
 - a. Two years experience.
**No test will be required.*
9. Electrical Contractor shall require:
 - a. Master electrician certificate.
10. Mechanical Contractor shall require:
 - a. Master mechanical certificate.
11. Plumbing Contractor shall require:
 - a. Master plumber certificate.
12. Any person desiring a Master Certificate shall require:
 - a. Three years of full-time employment as a journeyman under a master; and
 - b. Proof of test scores for an approved master examination of their respective trade.
A minimum passing score of 75% is required in addition to the aforementioned.
13. Any person desiring a Journeyman Certificate shall require:
 - a. Three years of full-time employment under a master; and
 - b. Proof of test scores for an approved journeyman examination of their respective trade. A minimum passing score of 75% is required in addition to the aforementioned.
14. Any person desiring an Apprentice Certificate shall require:
 - a. Full-time employment under a master.

NOTE: It is unlawful for any building or trade contractor to contract for any kind of work other than that specified in their license.

Individuals wishing to apply for a contractor or trade license shall submit the following:

- a. Completed license application including education, experience, address sections and notarized signatures.
- b. Certificate of insurance meeting City of Great Bend licensing requirements.
- c. Surety bond meeting City of Great Bend licensing requirements. (if applicable)
- d. Separate certificate applications for all electricians, mechanical installers and plumbers with supporting documentation.