



CITY OF COUNCIL GROVE · 205 UNION STREET · PO BOX 313
CITY OF COUNCIL GROVE · 205 UNION STREET · PO BOX 313 COM
COUNCIL GROVE, KS 66846 · 620-767-5417 · COUNCILGROVE.COM

REMINDER

TO: BUILDING TRADES CONTRACTORS

RE: NEW AND RENEWAL OF CITY OF COUNCIL GROVE CONTRACTOR'S LICENSES

It is time to renew your contractor's license. Enclosed is a copy of City of Council Grove City Code 2019, which specifies the license and fee requirements of the building and construction code of the City of Council Grove. It would be beneficial for you to review it to refresh your understanding of the City of Council Grove contractor licensing requirements.

Section 4-104 (a) stipulates that no person, other than a duly licensed contractor, shall engage in any of the building trades within the limits of the City or the Council Grove Lake Park.

Section 4-104 (b) establishes January 1 to December 31 as the annual licensing period for building, electrical, mechanical and plumbing contractors.

Section 4-104 (e) stipulates that **failure to renew a license by January 31** of the following year shall result in **forfeiture of the license**. The license will only be reinstated after the contractor has paid a **late fee of fifty dollars (\$50.00)** and **complied with all the requirements for a new license**.

Section 4-104(d) stipulates that an application for a license renewal must be accompanied by the appropriate license fee(s), proof of liability insurance and a completed City of Council Grove form indicating that the applicant has completed the required amount of applicable continuous education for each license category (trade) that is to be listed on the license. Section 4-105 lists the license categories, Section 4-108 lists the license fees, Section 4-109 lists the training requirements and Section 4-110 lists the liability insurance requirements.

For those contractors renewing their plumbing, electrical or mechanical licenses, there is enclosed a **PROOF OF CONTINUING EDUCATION COURSES form** to fill out and return with the information regarding their continuing education. **PLEASE DON'T SEND CERTIFICATES. A separate PROOF OF CONTINUING EDUCATION form is required for each trade.** If you are submitting proof of continuing education for more than one trade, you may make copies of the enclosed form or get additional copies of the form at City Hall.

Section 4-106 stipulates that all **employees of a licensed firm**, doing installation, construction, repairs and/or maintenance work for that firm, **are considered to be apprentices** unless they are individually licensed for the trade in which they are engaged. If you have such employees working on projects in the City of Council Grove, please ensure that they are registered with the City as specified in this section. Enclosed is an **APPRENTICE REGISTRATION form** for the registration of these unlicensed employees. **APPRENTICE FEES**, Section 4-107, are **\$40.00 per apprentice biennially**.

The City of Council Grove on May 19, 2020 adopted the 2015 (IBC, IRC, IPC, IMC, IEBC) and the 2014 NEC. In addition to adopting the code books the new City Code states every permit issued by the administrative authority **shall become null and void** if the work authorized by such permit is not inspected within **180 days** from the date issued. If a permit becomes null and void a new permit will be required. **No new permits of any type will be issued if there are outstanding or expired permits.**

With only one building inspector a 24 hour notice will be needed for inspections.

Please contact me at city hall if you have any questions concerning this matter.

Sincerely,

Dan Drube
City Inspector



**APPRENTICE
REGISTRATION FORM**

(Please print; Fee: \$40.00 per
Apprentice biennially)

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EMPLOYEE NAME	TRADE(S)

The above listed employees are doing installation, construction, repairs and/or maintenance work for our firm and are not individually licensed for the trade in which they are engaged. As stipulated in Section 4-106 of the City Code 2019 of the City of Council Grove, this completed registration form acknowledges that the above individuals are employees of our licensed firm and that that our firm is responsible for their work performance. The employees are under the supervision of an individual who is licensed in the same trade. We understand our obligation to provide employees working in the Electrical, Mechanical or Plumbing trades not less than six hours annually of continuing education relative to construction, maintenance and code updates in the trade in which they are registered.

Signature of responsible individual _____ Date _____

Printed name of responsible individual _____ Phone number _____



Name and address of licensed firm
10/28/2020

PROOF OF CONTINUING EDUCATION COURSES

Section 4-109 of City Code 2019 of the City of Council Grove requires that all those electrical, mechanical and plumbing contractors licensed by the City are required to obtain not less than 12 hours biennially or 6 hours annually of continuing education relative to construction, maintenance and code updates. Contractors holding licenses for multiple building trades shall obtain the required annual training for each license category (trade), recognizing that some training is applicable to more than one trade.

LICENSE CATEGORY: _____ **YEAR:** _____

(Please print & submit a separate form for each trade: building, electrical, mechanical, plumbing, etc.)

COURSE (class, seminar, etc.)	DATE COMPLETE D	PROVIDED BY (school, code organization, etc.)	HOURS (CEU's)
Attach additional sheet if necessary		TOTAL HOURS	

By signing this form, I confirm that all the information provided above is accurate and true.

Signature of individual Date

Printed name of individual Phone number

Name and address of firm 10/28/2020

Licenses Fees

An annual licensing period of January 1 to December 31 is hereby established for building contractors, electrical contractors, mechanical contractors and plumbing contractors. However, commencing on January 1, 2023, the licensing period for mechanical and plumbing contractors shall be biennial, and commencing on January 1, 2024, the licensing period for building and electrical contractors shall be biennial.

Apprentice fees.

The fee for registration required of an apprentice shall be as follows: \$40.00 biennially.

(a) Building Contractor.

(1) General: \$100.00.

(2) Building: \$80.00.

(3) Residential: \$60.00

(b) Electrical Contractor.

(1) Master: \$100.00.

(2) Journeyman: \$80.00.

(3) Residential: \$60.00.

(c) Mechanical Contractor.

(1) Master: \$100.00.

(2) Journeyman: \$80.00.

(3) Residential: \$60.00

(d) Plumbing Contractor.

(1) Master: \$100.00.

(2) Journeyman: \$80.00.

(3) Residential: \$60.00

(e) Framing Contractor: \$100.00