



110 W. Maddux - Suite 200
 Branson, Missouri 65616
 417-337-8551 (phone); 417-335-6042 (fax)

Finance Department Date Stamp

CONTRACTOR LICENSE APPLICATION (Type or Print)

New Business Name Change Change in Ownership

1. Corporation or LLC Name (If applicable) **Est. Start Date**

2. NAME of BUSINESS
 (Must Match Business Card & Advertising)

The business name must be registered with the Mo. Sec. of State at www.sos.mo.gov
 A out-of-state business must register as a transient employer by calling the Mo. Dept. of Revenue at 573-751-0459

3. Business Phone	4. FEIN #	5. Bus. E-mail
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6. Business Address Street: City, State, Zip:	7. Mailing Address (if different from business address) Street: City, State, Zip:
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8. Type of Ownership

Sole Proprietor	Partnership
Limited Liability Company (LLC)	Corporation

9. NAMES of OWNERS, PARTNERS, LLC MEMBERS, OFFICERS (List below - provide add-on sheet if needed)

Name:	Title:	Phone Number:
Home Address:		
Name:	Title:	Phone Number:
Home Address:		

10. Business Description: Give a concise description of the business to be conducted. Be certain that the types of business transactions to be conducted are described. Will you be self-performing any of the following : Plumbing Mechanical / HVAC Electrical
 Failure to disclose accurate business description may be sufficient cause for the license to be rejected or revoked.

11. ANNUAL LICENSE FEES (Circle \$ Amount): **0-4 employees - \$50** **5+ employees - \$75** **# of employees**

License year runs fom May 1 thru April 30. Fee reduced by 50% from Nov. 1 to Jan. 31. Fee reduced by 75% from Feb. 1 thru April 30.

*Please note: a convenience fee of 2.75% will be applied to all credit card transactions.

12. WORKERS' COMPENSATION INSURANCE COVERAGE EXEMPTION AFFIDAVIT: I understand that under Missouri state law 287.040 an employer is required to have workers' compensation insurance unless determined to be exempt. I hereby certify and swear that this business meets the state requirements to be exempted from having to have workers' compensation insurance.

(X) SIGNATURE:

13. RESPONSIBLE PARTY CERTIFICATION (To be signed by the local manager or owner that is responsible for the operation of the business) - The individual signing this document must provide a copy of a current driver's license.

I (the undersigned) have answered all questions on the application, and to the best of my knowledge, all answers are true and correct. I further understand that false, misleading or any incomplete answers may result in denial or revocation of the license, if already issued. I am authorized by the business to make application and certify the information on its behalf. I will notify the city if I leave the employment of the business being licensed or no longer function as it's Responsible Party. On behalf of the business, I acknowledge and agree to the following:

- Our business cannot commence operations in Branson or pull permits until a city contractor license is issued.
- Our business must carry Workmen Compensation insurance unless exempted by state law and provide the city proof of coverage.
- I must notify the city's Finance Department of any change in business name, address, ownership, or responsible party.
- I am responsible for maintaining a current and active contractor license if conducting business in Branson.
- I agree to operate the business in accordance to all city ordinances and state laws that affect our business operation.
- I acknowledge by my signature below that I will accept responsibility for service of any citation issued by the city for any violations of the Branson Municipal Code by the business.

Responsible Party Signature: Printed Name: Title:	Date Signed: Phone #: E-Mail:
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UTILITIES DEPARTMENT

WATER & SEWER SYSTEMS | SERVICE CONNECTION INSPECTIONS | BACKFLOW PREVENTION

NOTICE TO CONTRACTORS:

The City of Branson Utilities Department would like all contractors performing plumbing services within the City of Branson to be aware the City has adopted the 2018 International Plumbing Code, 2018 International Residential Code and the 2018 International Fire Code. As part of adopting these codes, the City has also amended sections of the Code to meet specific requirements of the City of Branson. In addition to these adopted Codes, the City has revised the sewer connection application which contains specific requirements pertaining to sewer service installation and repair. Please keep in mind that any sewer service line installation or repair requires a permit through the Planning and Development Department. Contractors or property owners must also place a refundable sewer bond of \$500.00 with the Finance Department before a permit will be issued. If you have any questions, please feel free to contact us at 417-243-2740.

The City requests your signature below as acknowledgment of your understanding of the above requirements.

The City requests the signature **all contractors** working within the City limits as an acknowledgment of your understanding of the above requirements.

Kendall Powell
Director of Utilities

Business Name: _____

Phone #: _____

Contractor Name (Print): _____

Contractor Signature: _____

Date: _____



PLANNING AND DEVELOPMENT DEPARTMENT
BUILDING | PLANNING | STORMWATER | BUILDING SAFETY

NOTICE TO CONTRACTORS:

The City of Branson Planning and Development Department would like all contractors performing work within the City of Branson to be aware the City has adopted the 2018 I-Codes, including the Residential, Building, Existing Building, Plumbing, Mechanical, Fuel Gas, Swimming Pool & Spa codes as well as the 2017 National Electrical Code. As part of adopting these codes, the City has amended select sections of the Code to meet specific requirements of the City of Branson. Contractors are expected to perform work in accordance to these codes and amendments found in chapter 18 of the City of Branson Municipal Code. If you have any questions please feel free to contact us at (417) 337-8549.

Additionally, the City of Branson has recently adopted additional Contractor License requirements. If you are a Class B contractor (one performing Electrical, Mechanical or Plumbing services), you must provide the following documentation with your Contractor License Application:

- 1) Proof of Competency will be required in one of the following manners:
 - a. Journeyman's or higher certification in your field
 - b. Reciprocation from an approved jurisdiction that requires proof of competency
 - c. Bachelor's degree in engineering, architecture, or construction science from an accredited college or university
 - d. Certificate from accredited trade school in your field
 - e. Certifications from the following approved testing companies: International Code Council, Prometric, Experior, Block, or any other approved testing facility.
 - f. Provided resume of a minimum 5 years' experience performing the essential duties and functions of a Journeyman. (NOTE: *Subject to review by Internal Contractor License Review Team*)
- 2) Proof of General Liability Insurance in an amount greater than or equal to \$100,000.

Affidavit of Continued Coverage

I understand that under City of Branson Municipal Code section 22-46 that I am required to maintain General Liability Insurance in an amount greater than or equal to \$100,000 for the duration of my Contractors' License.

(X) Signature _____ Date _____

FOR INTERNAL USE ONLY

Contractor meets Competency Requirements

Signed: _____

Contractor meets Insurance Requirements and Affidavit

Signed: _____