Submission Requirements For Class C-1 Solar/Wind and Turbine Contractor Licenses:

(Must appear before the Board but is NOT a tested license)

CONTRACTOR LICENSE APPLICATIONS-Deadline for submission is the last working day of the month prior to the meeting. Board meetings are the 2nd Tuesday of each month. Please submit your applications early, so that we have adequate time to get your application on the Board’s agenda prior to their meeting.

CONTRACTOR LICENSE APPLICATIONS

1. All applications must be completed on the forms provided. The Contractor License Application is for the company. This application asks for company references from persons or companies your company has done business with, i.e., supply houses, lumber companies, customers, etc.

2. Contractor License Applications must be accompanied by the following items:
   a. Full fees must be paid at the time of application
   b. A certificate of general commercial liability insurance showing the City of Cheyenne Compliance Department as a certificate holder only, not as an “additional insured”.
   c. ALL CONTRACTORS WITH EMPLOYEES must also submit proof of registration with Division of Worker’s compensation in the Department of Workforce Services of the State of Wyoming (307-777-6763)

QUALIFIED SUPERVISOR LICENSE APPLICATIONS

1. All applications must be completed on the forms provided. This license is for the individual(s) who will be the qualified supervisor for the company. Every company is required to have at least one qualified supervisor. The application asks for references from individuals or companies which can give a positive reference regarding the individual signing the application.

2. You need to provide a detailed list of your personal HANDS ON experience. The Board wants to see your detailed hands on field experience and specific type of work you have actually performed. List specific jobs and what you did on those jobs. Inform the Board all the duties you have personally performed in the installation, alteration, repair, or demolition of solar collection systems and wind generation systems.

3. Attendance at the Licensing Board meeting is required. If you are not at the meeting to answer any questions the Board may have pertaining to your application/experience, your application will be denied. If your license is denied by the Board, you will have to fill out a new application and pay a new application fee of $50.00. The meeting is held in City Council Chambers at 09:00 A.M. the second Tuesday of every month.

4. Individual Qualified Supervisor license applications must be accompanied by full fees.

The Contractor Licensing Regulations are attached. It is important that you read and become familiar with them.
CLASS C-1 SOLAR/WIND AND TURBINE CONTRACTOR LICENSE APPLICATION ($250)

INCOMPLETE APPLICATIONS WILL BE REJECTED. IF THE BOARD DENIES YOUR LICENSE, YOU WILL HAVE TO FILL OUT A NEW APPLICATION AND PAY A RE-APPLICATION FEE OF $50.00

The installation, alteration, repair, or demolition of solar collection systems and wind generation systems. The holder of this license shall be permitted to hire properly licensed subcontractors (i.e. foundation, electrical etc.) or, with the exception of electrical work, be permitted to do the work himself. All electrical work, including low voltage, shall only be performed by properly licensed electrical or Low Voltage Electrical contractors.

Company Name: ___________________________ Phone# (____) __________

Physical Address: __________________________

Street City State Zip

Mailing Address: __________________________

Street or P.O. Box City State Zip

Contractor Email Address: __________________________

Name of Qualified Supervisor: __________________________

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<thead>
<tr>
<th>Corporate Status</th>
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<td>[ ] Individual/Sole Proprietor</td>
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<table>
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<tr>
<th>Company Officers</th>
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<tr>
<td>Name:</td>
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<td>Title:</td>
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<tr>
<td>Address:</td>
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<tr>
<td>City/St/Zip:</td>
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<tr>
<td>Phone:</td>
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Name: |
Title: |
Address: |
City/St/Zip: |
Phone: |

Questionnaire

1. As the applicant, are you familiar with the Cheyenne Contractor Licensing Regulations and Ordinance that are involved with this type of license and feel that you can comply with them? Yes_____ No_____

2. As the applicant, are you familiar with the applicable Building and related codes adopted by the City of Cheyenne? Yes_____ No_____

3. Have you ever had a construction related license in another jurisdiction? Yes_____ No_____ If yes, list type of license, date, and jurisdiction. __________________________

4. Have you ever been denied a license? Yes_____ No_____ If yes, give reason for denial, date, and jurisdiction. __________________________

5. Have you ever had a construction related license suspended or revoked? Yes_____ No_____ If yes, give reason for suspension or revocation, date, and jurisdiction. __________________________
Company References
Any individual or entity, other than a relative, who can give your company a favorable reference.

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<tr>
<th>Name:</th>
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<tr>
<td>Address:</td>
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<td>City/State/Zip:</td>
<td>City/State/Zip:</td>
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<td>Phone:</td>
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I, as applicant, hereby certify that the statements in this application are true and correct to the best of my knowledge and belief. I understand that false statements or willful omission of pertinent information will be grounds for denial or revocation of a license.

If, for any reason, you do not obtain a license, you must submit a written request for a refund, within sixty (60) days of the Board’s action or forfeit all fees.

Do you have employees? 
(If yes, you need to register with Wyoming Workers’ Comp. Contact at 307-777-6763)

TO BE SIGNED IN THE PRESENCE OF NOTARY

Applicant’s Name:
(Printed):
Applicant’s Signature:

Applicant acknowledges:

a) Receipt of Contractor Licensing Regulations,
b) This license expires one (1) year from date of issue,
c) It is my responsibility to renew this license prior to expiration.

Date:

Notary Public:
My commission expires:
Class C-1 Solar/Wind and Turbine Qualified Supervisor License Application ($100)

(Must appear before the Board but is not a tested license)

Incomplete applications will be rejected. If the board denies your license, you will have to fill out a new application and pay a re-application fee of $50.00.

Applicant’s Name: ___________________________ Phone #: (_____)________

Last                  First                  M.I.

Physical Address: ____________________________

Street                City                   State    Zip

Mailing Address: ________________________________

Street or P.O. Box   City                   State    Zip

Applicant Email Address: ________________________________

Applicant is working for: ________________________________

Practical Experience

The applicant must possess four (4) years’ experience acceptable to the Board, and shall submit written documentation of experience installation, alteration, repair, or demolition of solar collection systems and wind generation systems. Must appear personally before the Board to substantiate the experience. The Board shall determine if the applicant’s experience will qualify for approval of the license. Applicant shall attach a separate statement and provide whatever documentation necessary to demonstrate applicant has satisfied the minimum requirements. (Refer to submission requirements for additional information.)

You must complete the following information in addition to attaching your statement of experience.

<table>
<thead>
<tr>
<th>Name &amp; Address of Companies you worked for</th>
<th>Total Time you worked for them in:</th>
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<tbody>
<tr>
<td></td>
<td>Years and Months</td>
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### Personal References

Any individual, other than a relative, who can give you a favorable reference.

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2. As the applicant, are you familiar with the applicable Building and Related Codes required to apply for this license? Yes_____ No_____

3. Have you ever had a construction related license in another jurisdiction? Yes_____ No_____  
   If yes, list the location and the type of license. (Submit copies of the licenses if you have them.)__________________________
   __________________________________________________________________________________________
   ____________________________________________

4. Have you ever been denied a license? Yes_____ No_____  
   If yes, state date, reason and jurisdiction of denial. __________________________________________
   __________________________________________
   __________________________________________

5. Have you ever had a construction related license suspended or revoked? Yes_____ No_____  
   If yes, give reason for suspension or revocation date, and jurisdiction. ________________________________

I, as applicant, hereby certify that the statements in this application are true and correct to the best of my knowledge and belief. I understand that false statements or willful omission of pertinent information will be grounds for denial or revocation of a license.

If, for any reason, you do not obtain a license, you must submit a written request for a refund, within sixty (60) days of the Board’s action or forfeit all fees.

TO BE SIGNED IN THE PRESENCE OF NOTARY

Applicant’s Name: _____________________________  
(Printed): ____________________________________
Applicant’s Signature: ____________________________

Applicant acknowledges:
   a) Receipt of Contractor Licensing Regulations,  
   b) This license expires one (1) year from date of issue,  
   c) It is my responsibility to renew this license prior to expiration.

Date: ____________________________

(Seal)

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Office Use Only

Received By: ____________________________  
Date: ____________________________

FEE PAID  [ ]Cash  [ ]Check (No.)  [ ]Credit Card  Amount: ____________________________  Receipt No.: ____________________________

Approved By: ____________________________  ,Chairman  Date: ____________________________

License Number: ____________________________  Date issued: ____________________________

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