**Submission Requirements For Class C-3 Limited Electrical Contractor and Qualified Supervisor License: (Non-Tested)**

You must have a valid State limited electrical license prior to making application for a City license.

**You must specify the type of Limited Electrical license you are applying for:**

Elevators; Signs; Light Fixtures; HVAC: __________________________________________

**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)

   **You must have a valid State electrical license prior to making application for a City license.**

**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. **You must have a valid State license prior to making application for a City license.** 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 previous employers’ and how long you worked for them on the license application.**

3. You will submit the completed City of Cheyenne Class C-3 **Qualified Supervisor** Application, and fees, to the City of Cheyenne Building Safety Department, 2101 O’Neil Avenue, Room 202, Cheyenne, WY 82001.

   **The Contractor Licensing Regulations are attached. It is important that you read and become familiar with them**
**CLASS C-3 LIMITED ELECTRICAL CONTRACTOR LICENSE APPLICATION ($250)**

This license entitles the holder to apply for permits to perform the work described in the Contractor Licensing Regulations under one of the electrical low voltage classifications.

You must have a valid State limited electrical license prior to making application for a City license.  

*INCOMPLETE APPLICATIONS WILL BE REJECTED.*

Specify type: Elevators; Signs; Light Fixtures; HVAC:

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Phone# (__)</th>
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Physical Address:

<table>
<thead>
<tr>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
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</table>

Mailing Address:

<table>
<thead>
<tr>
<th>Street or P.O. Box</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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</table>

Contractor Email Address:

Name of Qualified Supervisor:

**Corporate Status**

- [ ] Individual/Sole Proprietor
- [ ] Partnership
- [ ] Corporation
- [ ] LLC

**Company Officers**

List the full name, **home address**, and phone number for each corporate officer.

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<tr>
<td>Title:</td>
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<td>City/St/Zip:</td>
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<td>Phone:</td>
<td>Phone:</td>
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**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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<td>Phone:</td>
<td>Phone:</td>
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</table>

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: __________________________

State of __________________________

County of __________________________

On __________________________, 20__,

personally, appeared before me, whose identity I proved on the basis of:

to be the signor of this instrument, and he/she acknowledged that he/she signed it.

Notary Public: __________________________

My commission expires: __________________________
CLASS C-3 LIMITED ELECTRICAL QUALIFIED SUPERVISOR LICENSE APPLICATION

(Non-Tested) ($100)

INCOMPLETE APPLICATIONS WILL BE REJECTED.

You must have a valid State limited electrical license prior to making application for a City license.

Specify type:

Elevators; Signs; Light Fixtures; HVAC:

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: ____________________________________________

Licensed Applicant is working for: ____________________________________________

Practical Experience

You need to show who you have worked for and how long you worked for them. (Refer to submission requirements for additional information). You must have a valid State electrical license prior to making application for a City license.

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

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

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</table>
**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 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)

State of _____________________________
County of ____________________________
On __________________________, 20____

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)

******************************
Office Use Only

Received By: ____________________________  Date: ____________

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

Approved By: ____________________________  Date: ____________

License Number: ____________________________  Date issued: ____________