



Building Safety Division
2101 O'Neil Avenue, 2nd Floor
Cheyenne, WY 82001 Ph, 307-637-6265
Email: building@cheyennecity.org

CONTRACTOR LICENSING BOARD

CHAIRMAN-JASON STEPHEN, VICE CHAIRMAN- PAUL POMEROY,
JOE PATTERSON, BRIAN CASEY, MARK ARCHER,
CHANDLER CARROLL, DENNIS HUMPHREY, JASON POWELL
AND RYAN GERTSCH

Submission Requirements For Class R Contractor Licenses: (Tested)

CONTRACTOR LICENSE APPLICATIONS-Deadline for submissions is the last working day of the month prior to the meeting. Please submit your applications early, so 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 the Division of Worker's compensation in the Department of Workforce Services of the State of Wyoming (307-777-6763). "Good Standing Letter".

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 individual completing the Qualified Supervisor License Application **will be required to show successful completion of the ICC National Standard Residential Building Contractor (C) exam OR the Wyoming (WAM) Residential Building Contractor (C) exam.** The application asks for references from individuals or companies which can give a positive reference regarding the individual signing the application.
2. **You MUST provide a detailed list of your personal HANDS ON experience. Please list 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. List all the duties you have personally performed in the construction, alternation and repair of single-family dwellings.
3. Individual Qualified Supervisor license applications must be accompanied by full fees.
4. **Attendance at the Licensing Board meeting in which your application is being reviewed is required; in accordance with Section 13.1 of the Contractor Licensing Board & Regulations. Applicants must be present in person, or available via Zoom to answer any questions pertaining to your application/experience. Failure to appear may result in your application being denied.** Denied applicants will be required to re-apply and pay the new application fee of \$50.00. Contractors Board meetings are held on the second Tuesday of every month, in the City Council Chambers at 9:00 A.M.

The Contractor Licensing Regulations are found at www.cheyennecity.org. It is important that you read and become familiar with them.



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CLASS R CONTRACTOR LICENSE APPLICATION (\$450)

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

This license entitles the holder to apply for permits for the construction, alternation, addition or repair of detached single family dwellings not more than three stories above-grade in height with a separate means of egress, and their accessory structures. This licensee may do any or all of the work under the provisions of contractor's Class D licenses. This licensee is allowed to only perform work under the provisions of contractor Class C necessary for the construction of the structures allowed by this class of license. The holder of this license is not permitted to perform Electrical, Plumbing, Refrigeration, HVAC and Fire, unless properly licensed subcontractors are obtained.

Company Name: _____ **Phone#** (____) _____

Written as it will appear on license.

Physical Address: _____

Street City State Zip

Mailing Address: _____

Street or P.O. Box City State Zip

Contractor Email Address: _____

Name of Qualified Supervisor: _____

Corporate Status

Individual/Sole Proprietor Partnership Corporation LLC

Company Officers

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

Name:	Name:
Title:	Title:
Address:	Address:
City/St/Zip:	City/St/Zip:
Phone:	Phone:
Name:	Name:
Title:	Title:
Address:	Address:
City/St/Zip:	City/St/Zip:
Phone:	Phone:

Questionnaire

- 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____
- As the applicant, are you familiar with the applicable Building and related codes adopted by the City of Cheyenne? Yes____ No____
- Have you ever had a construction related license in another jurisdiction? Yes____ No____
If yes, list type of license, date, and jurisdiction. _____
- Have you ever been denied a license? Yes____ No____
If yes, give reason for denial, date, and jurisdiction. _____
- 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.

Name:	Name:
Address:	Address:
City/St/Zip:	City/St/Zip:
Phone:	Phone:

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 disapproval 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: _____

(Seal)

Office Use Only

Received By: _____ Date: _____

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

Approved By: _____, Chairman Date: _____

License Number: _____ Date Issued: _____

Questionnaire

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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. _____

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