

How Do I Get a Johnson County Contractor's License?

We license contractors and firms and there are seven steps to obtaining a license. If you have any questions, please call staff by dialing (913) 715-2233. We'll be happy to help.

1. Provide a completed 2022 Application. There is a one-time \$100 application fee and a \$180 fee per license. We need to have an original of the signed application, so applications must be submitted at the office or mailed to the office.

2. Establish the Qualifying Individual. Every licensed entity must have at least one responsible individual who will be known as the Qualifying Individual. The contractor can be the Qualifying Individual. Firms must have at least one Qualified Individual who is a full time employee (full time is defined as working 30 hours per week or more) of the company. The Qualifying Individual must possess either "a." or "b.", as follows:

- a. A Bachelor of Science degree in Architecture, Engineering, Construction Science, or Construction Management from an ABET or ACCE accredited program. Landscape Architecture degrees do not qualify. An official transcript establishes proof of degree qualification.
- b. A certified test score 75% or higher, on a standard examination as defined by Kansas Statutes Annotated (K.S.A.) or as approved by the Contractor License Review Board. Standard examination agencies are defined as the International Code Council (ICC), the International Association of Plumbing and Mechanical Officials (IAPMO), and Prometric or past subsidiaries of Educational Testing Services (ETS). For license types DM (mechanical) and DE (electrical) we recognize only Master level tests and for the license type DP (plumbing) we recognize only the Master Plumber with Gas test, except as allowed by Kansas law. DF (fire protection) license Qualifying Individuals must possess a current National Institute for Certification in Engineering Technology (NICET) Automatic Sprinkler System Layout Level III or IV Certification, or NICET Water Based Sprinkler Layout Level III or Level IV. No ICC exam is approved for DF licenses.

3. Provide proof of General Liability and Worker's Compensation Insurance. Every company except a company with an "inactive license" shall keep in force a policy of general liability insurance including completed operations coverage meeting the program's mandatory standards and, when required by the laws of Kansas, worker's compensation insurance. The insurance policy must be written with an insurance company licensed to do business in Kansas. A certificate of insurance or other satisfactory evidence of the insurance coverage is required.

4. Provide documentary evidence of the Qualifying Individual's experience. This varies by license type. The experience requirements for Class **DE**, **DM**, and **DP** licenses (**only**) have been established by the State of Kansas while the other license types have been established by the Contractor Licensing Review Board. Contact staff for information and to discuss documentation.

5. Confirm the identity of the Qualified Individual and company owner with a government issued photo I.D.

6. Provide a digital photo of the Qualified Individual. In addition to the government issued photo ID of the owner and Qualifying Individual, we need a digital photo of the Qualifying Individual for the license card. We can take one for you in our office, or you can send us one in .JPEG format. The photo can be e-mailed to contractor.licensing@jocogov.org or mailed on a CD, DVD or Flash Drive.

7. If the firm is a corporate entity, provide evidence that the entity is in good standing. All corporate entities must provide proof of good standing from the Secretary of State of the state in which they are registered.

If you have any questions or need more information, please call staff at (913) 715-2233.

Contractor Testing and Sponsorship Information

The Johnson County Contractor Licensing program endorses contractor testing as a method of demonstrating trade qualification and code knowledge. This agency recognizes standard examinations as defined by Kansas Statutes or by the Contractor License Review Board (CRLB).

The recognized standard examinations for plumbing, electrical, and mechanical contractors are those promulgated or administered by the International Code Council (ICC), Prometric or past subsidiaries of Educational Testing Service (ETS), or the International Association of Plumbing and Mechanical Officials (IAPMO). Master Plumber with Gas, Master Electrician, and Master Mechanical examinations and tests are accepted with a minimum passing score of 75%.

We also accept many ICC, Prometric, Thompson-Prometric, Exporior, Block, and International Conference of Building Officials (ICBO) examinations or tests, provided the content is equivalent to that of the ICC and Prometric exams listed below. The minimum passing examination score for General, Building, or One- and Two-Family Dwelling (Residential) building contractors, as well as Class DR Roofing, DW Framing, and DS Swimming Pool Contractor examinations have a minimum passing threshold of 75%.

Qualifying Individuals for the Class DF Fire Protection license must possess a current National Institute for Certification in Engineering Technology (NICET) Automatic Sprinkler System Layout Level III or IV Certification, or NICET Water Based Sprinkler Layout Level III or Level IV. No ICC exams are currently approved for the DF license.

Sponsorship: All Prometric exams require sponsorship. The sponsorship fee is \$50.

ICC Exams: We recognize the following ICC Kansas (Johnson County) exams (referenced by the Exam ID numbers noted): **DE**, Standard Master Electrician (Exam ID: K9D); **DM**, Standard Master Mechanical (Exam ID: K9L); **DP**, Master Plumbing with Gas (Exam ID: K9F); **A**, Standard General Building Contractor (A) (Exam ID: K9A); **B**, Standard Building Contractor (B) (Exam ID: K9B); **C** Standard Residential Building Contractor (C) (Exam ID: K9C); **DR**, Roofing Contractor/Subcontractor (Exam ID: K9P); **DW**, Framing Contractor (Exam ID K9J)., but will also consider and may be able to recognize ICC National exams if it can be verified to have a 75% or higher score. Complete ICC exam and registration information, along with an electronic copy of the Kansas (Johnson County) Candidates Bulletin can be found at: http://www.iccsafe.org/wp-content/uploads/CO_KS.pdf ICC exams are administered by Pearson VUE and arrangements for testing are made through them. ICC does not offer a DS Swimming Pool Contractor exam that is recognized by the agency.

Prometric Exams: We sponsor for and recognize the following exams (referenced by the Catalog Numbers noted) : **DE**, Master Electrical (Catalog Number 20112); **DP**, Master Plumbing with Gas (Catalog Number 30323); **DM**, Master Mechanical (Catalog Number 31123); **A**, General Construction (Catalog Number 10142); **B**, Building Construction (Catalog Number 10242); **C**, Residential Construction (Catalog Number 10342); **DR**, Roofing (Catalog Number 11632); **DS**, Unlimited Swimming Pool (Catalog Number 34010). Prometric exam and registration information, along with candidate test content bulletins can be found at: <https://www.prometric.com/en-us/Pages/home.aspx>. Prometric administers the Prometric tests and requires sponsorship before a test appointment can be secured. Prometric does not offer a DW Framing Contractor exam that is recognized by the agency. Questions about testing or sponsorship can be answered by calling a License Monitor at (913) 715-2233.

Questions Asked by Applicants.

I've heard Johnson County has great continuing education for contractors. Is it required? Yes. During the year the license is valid, before a license can be renewed, all of the company's qualifying individuals must have accrued at least eight hours of approved continuing education for each license. Of the eight hours, at least four hours must be approved as code education. You can apply up to four hours of education approved as non-code to license renewal. Class D license qualifying individuals need eight hours of continuing education, but they must have four hours of code education must be in their trade discipline specialty. We hold two seminars a year, one in February and one every fall to give qualifying individuals a chance to get their required education.

Is continuing education required before the company can be licensed? No, continuing education is not required before the company becomes licensed, but all company qualifying individuals must have their required continuing education before a company can be relicensed. Remember, companies licensed with Miami County, Lawrence, Kansas City, Unified Government, and Baldwin City can use these same hours of education required for the Johnson County license to renewal their other program licenses.

How much does the continuing education cost? Johnson County Contractor Licensing Program qualifying individuals can take up to 64 hours of continuing education at no cost. There is also no charge for the code books or handouts used for the classes. Contractors attending morning and afternoon classes will receive a hearty, hot lunch at the seminar at no charge.

Who pays for the education? Attendees other than Johnson County Contractor Licensing Program qualifying individuals pay \$30 per classroom hour for the education. The license fees fund the education seminars, code books and handouts, and program administrative costs.

Does the Johnson County program require I post a bond to obtain a contractor's license? No.

How do I get information about signing up for an exam or about exam sponsorship and the experience required for licensing? Call our office by dialing (913) 715-2233.

When does the license expire? All licenses expire December 31st. Please remember that license renewals received after January 31st will be subject to a \$75.00 late fee.

I've heard Miami County, the City of Lawrence, and Johnson County have signed reciprocal agreements. What's that mean? Reciprocity with the Miami County and City of Lawrence programs means that your valid Johnson County Contractor's license, when presented to Lawrence or Miami County program officials, will be considered evidence that you meet the requirements for the same category license with the Miami County or Lawrence Contractor Licensing program. You will need to complete the Miami County or Lawrence license paperwork, submit a copy of the company's general liability and worker's compensation insurance certificate listing the jurisdiction as the certificate holder, and pay the license fees, but you will then be approved for the Miami County or Lawrence license.

Do I need a contractor's license, business license, or building permit? Call the jurisdiction where the work will be done. They will be the experts. We'll be happy to help you find the phone number for Johnson County jurisdiction building inspection offices. Just call us at (913) 715-2233.

License Types and Descriptions

Class “A” General Contractor

A Class A License entitles the company to construct, remodel, repair, and demolish any structure. Class A licensed companies may self-perform framing, roofing, and swimming pool construction. The Class A license does not entitle the licensed company to perform HVAC, plumbing, electrical, or fire protection service or work.

Class “B” Building Contractor

Class B License shall entitle the holder thereof to construct, remodel, repair, and demolish all structures not exceeding three (3) stories in height. A Class B License allows the licensed company to self-perform framing, roofing, swimming pool construction, non-structural remodeling, tenant finish, and repairs of all structures subject to the height limitation. The Class B license does not entitle the licensed company to perform HVAC, plumbing, electrical, or fire protection service or work.

Class “C” Residential Contractor

Class C License shall entitle the holder thereof to construct, remodel, repair, and demolish single-family or duplex residences and buildings accessory thereto. A Class C License allows the licensed company to self-perform framing, roofing, swimming pool construction, non-structural remodeling, and repairs when associated with single-family and two-family dwellings. The Class C license does not entitle the licensed company to perform HVAC, plumbing, electrical, or fire protection service or work.

Class “DM” - Mechanical Contractor

Class DM License shall entitle the holder thereof to perform only HVAC services.

CLASS “DE” - Electrical Contractor

Class DE License shall entitle the holder thereof to perform only Electric services.

CLASS “DP” - Plumbing Contractor

Class DP License shall entitle the holder thereof to perform only Plumbing services.

CLASS “DF” - Fire Protection Contractor

Class DF license shall entitle the holder thereof to perform only Fire Sprinkler and Protection services.

CLASS “DR” - Roofing Contractor

Class DR License shall entitle the holder thereof to perform only Roofing services for all occupancies.

CLASS “DS” - Swimming Pool Contractor

Class DS License shall entitle the holder thereof to perform only Swimming Pool services for all occupancies.

CLASS “DW” - Wood Framing Contractor

Class DW License shall entitle the licensed company to install, maintain, repair, alter, or add to any wood framing or rough carpentry necessary to construct framed wooden structures, including but not limited to, sub-flooring, siding, exterior staircases, wood decks, associated guard rails, wood framed walls, wood framed ceilings and roof assemblies, structural wood components, engineered wood products, doors, windows, and sheathing.

LICENSE FEE – There is a \$180 fee per license and a \$100 application fee. If you are seeking multiple types of licenses, a separate application will be required for each license. You can pay both fees with one check. Please note: No contractor's license may be transferred or reassigned. We accept cash, money order, and checks. Please make checks payable to Contractor Licensing. We also accept Visa, MasterCard, and Discover in the office. Unfortunately, we can't accept credit card payment by telephone.

License Type Requested (Check One) Please complete a separate application for each license.

- | | | |
|---|---|--|
| <input type="checkbox"/> Class A – General Contractor | <input type="checkbox"/> Class DM – Mechanical Contractor | <input type="checkbox"/> Class DF – Fire Protection Contractor |
| <input type="checkbox"/> Class B – Building Contractor | <input type="checkbox"/> Class DE – Electrical Contractor | <input type="checkbox"/> Class DR – Roofing Contractor |
| <input type="checkbox"/> Class C – Residential Contractor | <input type="checkbox"/> Class DP – Plumbing Contractor | <input type="checkbox"/> Class DS – Swimming Pool Contractor |
| <input type="checkbox"/> Class DW – Wood Framing Contractor | | |

COMPANY INFORMATION:

Company Name: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Telephone Number: _____ **Fax No:** _____

Owner/Authorized Individual Signature: _____

Owner/Authorized Individual Printed Name: _____ **Date:** _____

Contact Individual other than Qualified Individual – Print Name & Telephone Number:

Company Contact Individual other than Qualified Individual – E-mail Address:

Has the contractor or any qualifying individual working for the contractor or firm ever been disciplined, fined, sanctioned, cited, or had a professional license or registration to perform work as a contractor suspended or revoked in any jurisdiction? Yes ___ No ___

If yes, specify the jurisdiction, the nature of the action taken, and the date of the action taken.

Company Authorization Listing

Qualifying individuals must be full time employees. Full time is defined as 30 hours per week or more. Any false statements made in this application may result in license suspension or revocation. By signing below, you declare that this application, related forms, and all supplemental materials are true.

#1 - QUALIFYING INDIVIDUAL: The Qualifying Individual is the contractor or individual who qualifies the company for the license. If you have more than two qualified individuals please make a copy of the Company Authorization Listing form. DOB - Date of Birth is now required to help accurately track the Qualifying Individual's records. All Qualifying Individuals must sign form and signatures must be original.

First Name: _____ **MI:** _____ **Last Name:** _____

Cell Phone: _____ **Date of Birth:** _____

Qualifying Individual's E-mail Address: _____

Qualifying Individual's Signature: _____ **Date:** _____

#2 - QUALIFYING INDIVIDUAL: The Qualifying Individual is the contractor or individual who qualifies the company for the license. If you have more than two qualified individuals please make a copy of the Company Authorization Listing form. DOB - Date of Birth is now required to help accurately track the Qualifying Individual's records. All Qualifying Individuals must sign form and signatures must be original.

First Name: _____ **MI:** _____ **Last Name:** _____

Cell Phone: _____ **Date of Birth:** _____

Qualifying Individual's E-mail Address: _____

Qualifying Individual's Signature: _____ **Date:** _____

PERMITTEES List persons authorized to obtain permits under this license: Each company may request up to 10 Permittee cards at no additional cost. For more than 10 Permittee cards there is a \$2.50 charge per each additional card. Please print or type names. DOB - Date of Birth is now required to accurately track permittee information.

NAME: FIRST NAME, LAST NAME	DOB	NAME: FIRST NAME, LAST NAME	DOB
1.	/ /	6.	/ /
2.	/ /	7.	/ /
3.	/ /	8.	/ /
4.	/ /	9.	/ /
5.	/ /	10.	/ /

Insurance and Corporate Standing Information

Insurance Information: Please complete all blanks. If the company is not required by the laws of Kansas to carry worker's compensation insurance, please print or type "None" in the appropriate blanks.

Name of Insurance Carrier (General Liability): _____

Agent's Name: _____ Agent's Telephone: _____

Name of Insurance Carrier (Workmen's Compensation): _____

Agent's Name: _____ Agent's Telephone: _____

INSURANCE REQUIREMENTS

Before a license can be issued, the company must provide a Certificate of Insurance verifying the coverage listed below.

INSURANCE: The contractor shall be required to maintain and carry in force, for the duration of the license, insurance coverage and a Certificate of Insurance verifying such coverage as set forth below.

A. General Liability

A minimum of one million dollars (\$1,000,000.00) combined single limit per occurrence for bodily injury, personal injury and property damage and a minimum one million dollars (\$1,000,000.00) completed operations provisions. (Include all states endorsements.) Before a license will be issued, the contractor shall furnish to Contractor Licensing, Johnson County, Kansas, a Certificate of Insurance verifying such coverage.

B. Worker's Compensation and Employer's Liability

1. Worker's Compensation as required by Kansas Statutes. If the contractor is exempt from the Worker's Compensation requirements, the contractor must submit a letter stating the exemption.
2. Employer's Liability \$100,000 each occurrence. (Include all states endorsements)

The certificate holder on the Certificate of Insurance must be identified as follows:

**Board of County Commissioners
Johnson County, Kansas
c/o Contractor Licensing
111 South Cherry Street, Room 1000
Olathe, Kansas 66061-3486**

Prior to any reduction in coverage or limits, or cancellation, the Board of County Commissioners, Johnson County, Kansas, its officers, commissions, agents and employees will be given thirty (30) days advanced written notice by registered mail to the stated address of the certificate holder.

CERTIFICATE OF CORPORATE GOOD STANDING: All corporate entities (Inc., LLC, Co., Corp.) must submit proof of good standing from the state in which they are registered. Sole proprietors are not required to submit this evidence. If company is not in good standing with state the renewal application can't be processed until the company's standing is returned to good status. To obtain proof of good standing, contact the Secretary of State in which the company was registered as a corporation or other entity. Kansas corporate entities can visit the Secretary of State's website at <https://www.kansas.gov/bess/flow/main?execution=e1s1> and print a copy of the company's status certificate.

WORKER'S COMPENSATION WAIVER

This form may only be used if the company has no employees and is not required by Kansas law to maintain worker's compensation insurance. The following waiver statement must be signed by the owner/operator of the Company and witnessed by a Notary.

I, _____, As sole owner and operator of
Name

Company Name

do not have any employees, therefore I request to be exempted from carrying worker's compensation. I understand that at any time in the future I employ another individual I must provide Worker's Compensation Insurance Coverage as required by the State of Kansas and agree to furnish Contractor Licensing, Johnson County, Kansas with a certificate worker's compensation insurance.

Signature

Date

STATE)
) SS.
COUNTY OF)

BE IT REMEMBERED, that on this _____ day of _____, 20_____

Before me, the undersigned, a Notary Public in and for the County and State aforesaid came

_____ who is personally known to me to be the same person

who executed the within instrument of writing, and such person duly acknowledged the execution of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal the day and year first above written.

Notary Public

My Commission Expires

█ SEAL █

City of Basehor
2620 N. 155th Street
P.O. Box 406
KS 66007
(913) 724-1370
www.cityofbasehor.org

City of Edgerton
404 E Nelson St.
Edgerton, KS 66021
(913)
www.edgertonks.org

City of Gardner
120 E. Main Street Fairway, KS 66205
Gardner, KS 66030
(913) 856-7535
www.gardnerkansas.com

City of Lenexa
12350 W. 87th Street Parkway
Lenexa, KS 66215
(913) 477-7500
www.lenexa.com

City of Mission
6090 Woodson
Mission, KS 66202
(913) 676-8360
www.missionks.org

City of Olathe
1225 S. Hamilton Circle
Olathe, KS 66061
(913) 971-7900
www.olatheks.org

City of Prairie Village
7700 Mission Road
Prairie Village, KS 66208
(913) 381-6464
www.pvkansas.com

City of Shawnee
11110 Johnson Drive
Shawnee, KS 66203
(913) 631-2500
www.cityofshawnee.org

City of Tonganoxie
City Hall 321 S Delaware
Tonganoxie, KS 66086
(913) 845-2620
www.tonganoxie.org

City of De Soto
32905 W. 84th Street
P.O. Box C Basehor,
De Soto, KS 66018
(913) 583-1182
www.desotoks.us

City of Fairway
4210 Shawnee Mission Pkwy, #10
Fairway, KS 66205
(913) 262-0350
www.fairwaykansas.org

City of Leawood
4800 Town Center Drive
Leawood, KS 66211
(913) 339-6700
www.leawood.org

City of Merriam
9001 W 62nd Street
Merriam, KS 66202
(913) 322-5500
www.merriam.org

City of Mission Hills
6300 State Line Road
Mission Hills, KS 66208
(913) 362-9620
www.missionhillks.gov

City of Overland Park
8500 Santa Fe Drive
Overland Park, KS 66212
(913) 895-6231
www.opkansas.org

City of Roeland Park
4600 W. 51st Street
Roeland Park, KS 66205
(913) 722-2600
<http://www.roelandpark.net/>

City of Spring Hill
401 N Madison Street, P.O. Box 424
Spring Hill, KS 66083
(913) 592-3664
www.springhillks.com

Unincorporated Johnson County
111 S. Cherry Street, Suite 2000
Olathe, KS 66061
(913) 715-2200
[Web Site https://www.jocogov.org/department/contractor-licensing](https://www.jocogov.org/department/contractor-licensing)