



City of Coffeyville  
P.O. Box 1629  
Coffeyville, Kansas 67337  
Fax: (620) 252-6175  
www.coffeyville.com

City Clerk: (620) 252-6108  
City Inspector: (620) 252-6128

### Application for Contractor's License

Application Date: \_\_\_\_\_

1. Business Name \_\_\_\_\_

2. Business Address \_\_\_\_\_

\_\_\_\_\_ Phone No. \_\_\_\_\_

3. E-mail Address \_\_\_\_\_ D/L No. \_\_\_\_\_

5. Federal Tax ID No. \_\_\_\_\_ Copy included   
(COPY REQUIRED)

6. Description of the nature and type of work to be conducted \_\_\_\_\_  
\_\_\_\_\_

#### Reference Ordinance No. S-07-14

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Bond No. or Irrevocable Letter of Credit: \_\_\_\_\_ expiration: \_\_\_\_\_

License Number: \_\_\_\_\_

Annual License Fee: \$35.00

License Period: January 1 to December 31



## ORDINANCE NO. S-07-14

### AN ORDINANCE ESTABLISHING A CONTRACTOR LICENSE IN THE CITY OF COFFEYVILLE, KANSAS.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF COFFEYVILLE, KANSAS:

Section 1. License Required. It shall be unlawful for any person to engage in any of the following activities in the City of Coffeyville, Kansas, without obtaining a license as provided herein:

- (a) To contract for or to perform any act as a contractor to erect, construct, enlarge, or remodel any commercial building(s), or single or multiple dwelling residential building(s) or related structures;
- (b) To contract for or perform any act as a contractor to pour and finish any floor, driveway, parking area, street, or sidewalk or to pour and finish any footer, basement, wall, or other structural building element;
- (c) To demolish any building;
- (d) To contract for or perform any act as a contractor to install, repair or maintain any elevator;
- (e) To contract for or perform any act as a contractor to grade, excavate, fill, clear, or construct earth works;
- (f) To contract for or perform any act to install, maintain, repair, or alter any fire alarm system;
- (g) To install, maintain, repair, alter or extend all piping for fire sprinkler systems, including the connection to the water service outlet provided for fire sprinkler systems;
- (h) To fabricate and install any wood product in a structure including, but not limited to rough framing, structural and nonstructural work, trusses, sheathing, paneling, trim, cabinetry, doors and windows and all hardware incidental thereto;
- (i) To contract for and to install, repair and replace roofs; or
- (j) To contract for or perform any act as a contractor to construct, remodel, repair, or remove the plumbing, electrical, or mechanical facilities for which the contractor has passed the required examination or has in its employ the appropriate master.

As used in this Ordinance, “*person*” shall mean any individual, firm, association, corporation, partnership or company.

Section 2. The following persons are exempt from the provisions of this Ordinance and shall not be required to obtain a license:

- (a) Persons employed exclusively and regularly by one employer in connection only with the affairs of such employer, where there exists an employer-employee relationship, and where the operation is conducted solely and completely on the property of the employer;
- (b) Any officer or employee of the United States, of this state or political subdivision thereof, or of the City of Coffeyville, while engaged in the performance of the office or the employee's official duties; and
- (c) A resident homeowner doing work on his own premises. Such work shall be subject to inspection as provided by law and said property shall not be used for resale purposes for a time period of one (1) calendar year. If said property is sold prior to the term of one (1) year, licensing and bonding shall be required by said person on all future projects.

Section 3. Applicants for a license shall file an application with the city clerk on forms to be provided for that purpose. The application form shall ask, but not be limited to the following:

- (a) The applicant's name, address, telephone number and tax identification number;
- (b) Driver's license number; and
- (c) Description of the nature and type of work to be conducted.

Upon meeting the requirements of this Ordinance, the city clerk shall issue to the applicant a license, which shall be signed by the city clerk.

Section 4. Bond. It shall be unlawful for any person to engage in the activities specified in Section 1 of this Ordinance without first having filed with the city clerk a good and sufficient corporate surety bond in the principal sum of five thousand dollars (\$5,000.00), or irrevocable letter of credit, to be approved by the city's finance director, conditioned upon the faithful observance and performance of all the conditions of the applicable standard building, plumbing, mechanical, electrical, and/or fire codes of the city; and to hold and save harmless the city from any and all damages to persons or property resulting from such work done by the licensee on private or public property.

Section 5. Licenses Not Assignable or Transferable. No license granted by the City shall be assignable or transferable; nor shall such license authorize any person to do business or act under it but the person named therein, nor at more than one place. There shall be no refunds of license fees paid.

Section 6. License Period and Duration. Licenses shall commence and endure from January 1 and expire on December 31 of the same year. License fees for licenses issued for a partial year shall not be prorated.

Section 7. License Fees. The annual license fee for each license subject to this Ordinance shall be established in a fee schedule approved by the City Commission.

Section 8. Record Book. The city clerk shall keep a book in which shall be entered the name of each person licensed, his or her address, the date of the license, the purpose for which it is granted, the amount paid therefor, and the time the same shall expire.

Section 9. Display of License. All persons doing business in a permanent location are required to have their license conspicuously displayed in their place of business, and all persons to whom licenses are issued not having a permanent place of business are required to carry their licenses with them. Any licensee shall present the license for inspection when requested to do so by any citizen or officer of the city.

Section 10. Causes for Refusal or Revocation. Licenses requested under this Ordinance may be refused by the city clerk or the City Commission and licenses issued may be revoked by the city clerk or the City Commission, at any time, for any of the following causes:

- (a) Fraud, misrepresentation or any false statement contained in the application for a license;
- (b) Fraud, misrepresentation or false statement made in the operation of a business;
- (c) Any violation of this Ordinance;
- (d) Conducting a business in an unlawful manner or in such manner as to constitute a breach of the peace or to constitute a menace to the health, morals, safety or welfare of the public; or
- (e) The failure or inability of an applicant to meet and satisfy the requirements and provisions of this Code.

Section 11. Suspension or Revocation – Notice. Written notice of suspension or revocation of a license under this Ordinance stating the cause or causes therefor shall be delivered to the licensee personally or mailed to the licensee's address as stated in the licensee's application for a license.

Section 12. Same – Right to Public Hearing; Appeal.

- (a) Any person whose license is revoked or suspended, or to whom the renewal thereof has been refused, or any person whose request for a license is refused, shall have the right to a hearing before the City Commission, provided a written request therefor is filed with the city clerk within five (5) days following the delivery or mailing of the notice of revocation or suspension or within five (5) days following such refusal. The decision of the City Commission shall become final within twenty (20) days after mailing notice thereof to the licensee unless within such twenty (20) day period the licensee shall, in writing, appeal to the district court, which shall proceed to hear such appeal as though such court had original jurisdiction of the matter.
- (b) The district court may reverse any refusal to issue a license or any revocation of a license and the district court may grant or reinstate any license. Any revocation, suspension or refusal to renew a license shall not become final until the licensee has exhausted all remedies under the provisions of this section.
- (c) In case of revocation of the license of any licensee, no new license shall be issued to any such person, or any person for or in his behalf, for a period of one year from the date of such revocation. The City Commission shall suspend any license of any

person upon whom notice of revocation has been ordered and the suspension shall become effective immediately and shall remain in full force and effect until the appeal has been determined.

Section 13. A violation of this Ordinance is punishable by a fine in an amount not to exceed \$500.00 or imprisonment for not more than thirty (30) days, or both such fine and imprisonment. Each day of a violation occurs shall constitute a separate offense.

Passed and approved this 10<sup>th</sup> day of July 2007.