



# Application for General Contractor License

Development Services Division  
620 SE Madison - Unit 6, Topeka KS 66607-1118  
Phone: 785-368-3905 // Fax: 785-368-0944 // Email: [licensing@topeka.org](mailto:licensing@topeka.org)

TYPE	LICENSE DESCRIPTION	QTY	FEE	TOTAL
<b>AP</b>	<b>Qualifying Party Change</b>		\$50	
R1CO	Residential Contractor		\$203	
G1CO	General Contractor I		\$253	
G2CO	General Contractor II		\$453	
BCCO	Concrete Contractor		\$153	
DMCO	Demolition Contractor		\$153	
EVCO	Elevator Contractor		\$153	
EXCO	Excavation Contractor		\$153	
FRCO	Framing Contractor		\$153	
SPCO	Swimming Pool		\$153	
FACO	Fire Alarm Contractor		\$153	
FSCO	Fire Sprinkler Contractor		\$153	
RFCO	Roofing Contractor		\$153	

City of Topeka does not prorate fees and no refunds  
will be issued for any licenses

Amount of Purchase:

## Qualifying Party Information

Name:				Home Phone:	
Street Address:				Cell Phone:	
City:		Apt. or Lot #:		Business:	
State:		Zip Code:			
Email Address:					
Birth Date:		Last 4 digits of Social Security #:		Driver License #:	
<b>Business Information:</b>					
Business Name:				Bu Phone:	
Street Address:				Fax #:	
City:		State:		Zip Code:	
Website Address:				Federal ID #:	

## Business Owner Information

Name:				Home Phone:	
Home Address:				Cell Phone:	
City:		State:		Zip Code:	
Birth Date:		Last 4 digits of Social Security #:		Driver License #:	

Date of Application:

Date Application Received:

Roofing Contractors must submit your  
Roofing Registration Number:

All qualifying party license holders who are  
employed with an R1CO, G1CO, G2CO  
contractor are required to earn eight (8) hours  
of continuing education each year  
in order to keep their license active.

Note: Contractors are required to have a  
current Certificate of Insurance on file with the  
City of Topeka to request permits or  
inspections. Failure to meet this requirement will  
cause your license to become inactive. A \$30  
charge to reinstate your license will be required  
provided you show proof of continuous coverage.

## Credit Card Payment Information

Visa	
Discover	
Mastercard	
American Express	

Card #:	
Expires:	
V-Code:	
Zip Code:	
Amount of Purchase:	\$
Signature:	

For Office Use Only

## ICC Examinations for General Contractor's

Exam ID: 550 Class A = Kansas Standard General Building Contractor – Residential & Commercial - unlimited stories.

Exam ID: 551 Class B = Kansas Standard Building Contractor – Residential & Commercial up to 3 stories.

Exam ID: 552 Class C = Kansas Standard Residential Building Contractor – Residential only.

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### To Schedule an Exam:

Contact Pearson View at 1-877-234-6082 to register to take an exam or you may register on-line by accessing their website at [www.pearsonvue.com](http://www.pearsonvue.com). There are multiple locations available for testing. Please tell Pearson View the above Exam ID#'s are "Non-authorized".

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<b>550 Kansas Standard General Building Contractor (A)</b> 90 multiple-choice questions																																
Exam fee: \$110 (CBT)																																
Open book—4-hour time limit																																
<table border="1"><thead><tr><th>Content Area</th><th>% of Total</th><th>Approved References</th></tr></thead><tbody><tr><td>Administration</td><td>8%</td><td>2015 <i>International Building Code</i>® 2009, 2012, or 2015 ICC <i>Concrete Manual</i></td></tr><tr><td>Building Planning</td><td>6%</td></tr><tr><td>Plan Reading</td><td>12%</td></tr><tr><td>Life Safety</td><td>12%</td></tr><tr><td>Roof Assemblies and Rooftop Structures</td><td>13%</td></tr><tr><td>Soils and Foundations</td><td>11%</td></tr><tr><td>Concrete</td><td>4%</td></tr><tr><td>Masonry</td><td>9%</td></tr><tr><td>Steel</td><td>4%</td></tr><tr><td>Wood</td><td>13%</td></tr><tr><td>Gypsum Board and Plaster</td><td>2%</td></tr><tr><td>Special Construction</td><td>2%</td></tr><tr><td>Energy Efficiency</td><td>2%</td></tr><tr><td><b>Total</b></td><td><b>100%</b></td></tr></tbody></table>	Content Area	% of Total	Approved References	Administration	8%	2015 <i>International Building Code</i> ® 2009, 2012, or 2015 ICC <i>Concrete Manual</i>	Building Planning	6%	Plan Reading	12%	Life Safety	12%	Roof Assemblies and Rooftop Structures	13%	Soils and Foundations	11%	Concrete	4%	Masonry	9%	Steel	4%	Wood	13%	Gypsum Board and Plaster	2%	Special Construction	2%	Energy Efficiency	2%	<b>Total</b>	<b>100%</b>
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Wood	13%																															
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Special Construction	2%																															
Energy Efficiency	2%																															
<b>Total</b>	<b>100%</b>																															

**551 Kansas Standard Building Contractor (B)** 80 multiple-choice questions Exam fee: \$110 (CBT)

Open book—4-hour time limit

Content Area	% of Total	Approved References
Administration	6%	2015 <i>International Building Code</i> ®
Building Planning	5%	2015 <i>International Residential Code</i> ®
Plan Reading	13%	2009, 2012, <b>or</b> 2015 ICC <i>Concrete Manual</i>
Life Safety	9%	
Exterior Walls	3%	
Roof Assemblies and Rooftop Structures	8%	
Soils and Foundations	11%	
Concrete	5%	
Masonry	11%	
Steel	6%	
Wood	18%	
Glass and Glazing	1%	
Gypsum Board and Plaster	2%	
Special Construction	1%	
Energy Efficiency	1%	
<b>Total</b>	<b>100%</b>	

**552 Kansas Standard Residential Building Contractor (C)** 80 multiple-choice questions

Exam fee: \$110 (CBT)

Open book—4-hour time limit

Content Area	% of Total	Approved References
Footings, Foundations, and Crawlspace	11%	2015 <i>International Residential Code</i> ®
Building Planning	15%	2009, 2012, <b>or</b> 2015 ICC <i>Concrete Manual</i>
Masonry	8%	
Floors	13%	
Walls	14%	
Roofs	10%	
Fireplaces	8%	
Plan Reading	13%	
Administration	10%	
<b>Total</b>	<b>100%</b>	

## Alternative Educational Certificates Accepted:

The City of Topeka will accept an official transcript for at least 30 hours of coursework from an accredited school in **Construction Science, Engineering, or Architectural Degrees**. A copy of your college degree or transcript is required. The individual with these credentials will be the Qualifying Party associated with your company and must be working for your company full time.

Exams by Prometric, Thomson-Prometric, Exuperior, NAI-Block, and Block can be submitted with your application; however it will be reviewed for compliance. **A test score of 75%+ is required** with documentation.

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## Important Information

All licenses must be renewed each year by the 14<sup>th</sup> of December to avoid late fees. **Contractor's with Class A, B, or C, licenses are required to obtain (8) continuing education hours in order to renew their license with the City of Topeka each year.**

## Certificates of insurance

Is a requirement for your license to remain current with the City of Topeka. Our office must receive an updated copy to assure your license does not become inactive. After an industry standard (30) day grace period has passed, a \$30.00 reinstatement fee will be required in order to reinstate your license if a current certificate of insurance or workers compensation has not been provided to our office. We accept certificates of insurance by fax, e-mail, or mail.

Change of address notification is the contractor's responsibility to notify us of any changes. A \$10.00 return mail fee will be charged to the contractor license if notices or license renewals are returned. The US Postal Service does not forward the City of Topeka's mail. You may contact our office at (785)368-3905 Opt #3 to make any changes between 8:00 am – 5:00 pm Monday – Friday except Holidays.

## Continuing Educational Hours – Training Calendar

To view a list of upcoming CEU Classes please access our website at: [www.topeka.org](http://www.topeka.org), Click on Businesses, Click on Contractor Licensing, Scroll down on the left side then Click on Training Information & Opportunities, this will take you to the AECDAILY website, Scroll down to Free Online Continuing Education for General Contractors, Click on Learn More, Click on Sign Up and begin taking your Free CEU's.

Any classes you take on this website will count towards CEU's in order to renew your license with the City of Topeka.

## Licensing Process

**Along with all completed forms include your Passing Certification from ICC with your application.**

**Also include your Certificate of Liability Insurance and Workers Compensation with your application.** List the following in the **Certificate Holder Section:** City of Topeka, Development Services, 620 SE Madison Unit 6, Topeka, KS. 66607-1118

If you are **not** required to have State of Kansas Workers Compensation Coverage please access our website at [www.topeka.org](http://www.topeka.org) and download an affidavit that best describes your company. Click on Businesses, Click on Development Services Division, scroll down and download the correct affidavit. This document must be witnessed by a notary public please include this affidavit with your application. You may **Fax** your application and all documents to (785)368-0944 or **e-mail** to [licensing@topeka.org](mailto:licensing@topeka.org). If you have any questions you may contact Kitty at (785)368-1616.

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## PAYMENT

We accept the following credit cards for payment (VISA, MC, Discover or AMEX). There is a place on the application for you to complete this portion for payment.

If we have received all the forms in your application we will process your license(s) and they will be mailed along with your credit card receipt.

Once your license(s) are completed you may pull the appropriate permits and begin work within the City of Topeka.

If you are paying by check, money order or cashier checks make payable to: **City of Topeka**.

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## Contacts with Development Services

To apply for Building Permits please contact the Permit Department directly at (785)368-3704.

Fran Hug / Plan Reviewer at (785)368-1613 or [fhug@www.topeka.org](mailto:fhug@www.topeka.org)

Craig Thornburg / Plan Reviewer at (785)368-1612 or [cthornburg@topeka.org](mailto:cthornburg@topeka.org)

## To Schedule Inspections

To schedule inspections please contact the Scheduling Secretary at (785)368-3905 between the hours of 8am – 4:00 pm. For all other questions you may contact Customer Service at (785)368-3905 between the hours of 8am – 5:00 pm expect Holidays.

**\*\*All trade contractors are required to be licensed and pull permits to work in City of Topeka\*\***

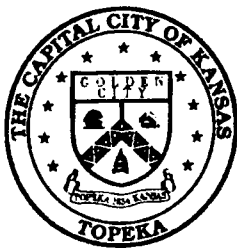
**Please note: if your application is not complete and documents are missing your license process will be delayed and you will not be able to begin working in the City of Topeka. Please make sure all your documents are completed and sent in together for processing.**



## Friendly Check List

- ☐ General Contractors License Application
- ☐ Exam Certification or Alternative Education Certification with Transcripts
- ☐ General Liability Certificate of Insurance minimum of \$300,000 in coverage
- ☐ Workers Compensation Certificate of Insurance
- ☐ Affidavit if Workers Compensation if you do not hold Workers Compensation
- ☐ Qualifying Party Verification Form
- ☐ Renovate Right Form (***Only Class A - C licenses need to submit this form***)





# CITY OF TOPEKA

**Division Director**  
**Planning Department**  
**Development Services**  
620 SE Madison Unit 6  
Topeka, KS 66607-1118

Richard Faulkner, Director  
Email: [rfaulkner@topeka.org](mailto:rfaulkner@topeka.org)  
Tel: (785) 368-3905  
Fax: (785) 368-3915

## Qualifying Party Verification

I, \_\_\_\_\_, certify that I am the Qualifying Party for \_\_\_\_\_.  
Name of Qualifying Party Name of Company

I am responsible for any or all work performed by this company to meet and or comply with current building codes.

**Please check the box that applies to your area of responsibility**

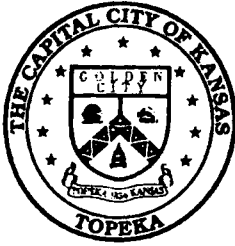
R1CO	G1CO	G2CO	Concrete	Demolition	Elevator
Excavation	Fire Alarm	Fire Sprinkler	Framing	Roofing	Swimming Pool

I understand it is my responsibility to contact the Development Services office at (785) 368-3905 in the event my employment is terminated with the company listed above.

\_\_\_\_\_  
Signature of Qualifying Party

\_\_\_\_\_  
Date

This document is required to be submitted with every new application and Qualifying Party changes



# CITY OF TOPEKA

Division Director  
Planning Department  
Development Services  
620 SE Madison Unit 6  
Topeka, KS 66607-1118

Richard Faulkner, Director  
Email: [rfaulkner@topeka.org](mailto:rfaulkner@topeka.org)  
Tel: (785) 368-3905  
Fax: (785) 368-3915

## CONTRACTOR CERTIFICATION THAT OCCUPANT OF PRE 1978 PROPERTY HAS BEEN PROVIDED A "RENOVATE RIGHT" PAMPHLET

I, the undersigned mechanical, plumbing, or electrical trade contractor, or commercial or residential contractor, shall provide the occupant of any residence located in the City of Topeka, which was originally constructed before 1978 and for which I obtained a permit for performing work, with a copy of the United States Environmental Protection Agency pamphlet titled, "**Renovate Right.**"

I, the undersigned understand that failure to provide the referenced pamphlet to an occupant may result in the suspension or revocation of my contractor license.

Contact the National Lead Information Clearinghouse at 1-800-424-LEAD (5323)  
[www.epa.gov/getleadsafe.com](http://www.epa.gov/getleadsafe.com)  
Ask for stock number EPA-740-K-10-001.

This form is required to be signed and returned to the Development Service Office  
In order for your contractor license to be issued.

\_\_\_\_\_  
Contractor Business Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



# ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
00/00/0000

**PRODUCER**

Insurance Agency Name  
Street Address  
City, State, Zip Code  
Phone# Fax#

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

**INSURED**

Contractor's Business Name  
Business Street Address  
City, State, Zip Code

**INSURERS AFFORDING COVERAGE**

NAIC #

INSURER A: INSURANCE COMPANY NAME

INSURER B:

INSURER C:

INSURER D:

INSURER E:

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

PROD LTR	ADDITIONAL LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A		<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC		00/00/0000	00/00/0000	EACH OCCURRENCE \$ 000,00.00 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 000,00.00 MED EXP (Any one person) \$ 000,00.00 PERSONAL & ADV INJURY \$ 000,00.00 GENERAL AGGREGATE \$ 000,00.00 PRODUCTS - COMP/OP AGG \$ 000,00.00
		<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
		<b>EXCESS/UMBRELLA LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  DEDUCTIBLE \$ RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
A		<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER		00/00/0000	00/00/0000	WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ 000,000.00 E.L. DISEASE - EA EMPLOYEE \$ 000,000.00 DISEASE - POLICY LIMIT \$ 000,000.00

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS**

Residential Contractor, General Contractor I, II, Roofing, Excavating, Concrete, Demolition, Framing, ETC.

( List what type of Contractor you are Licensed as with the City of Topeka )

**CERTIFICATE HOLDER**

CITY OF TOPEKA  
DEVELOPMENT SERVICES  
620 SE MADISON ST UNIT 6  
TOPEKA, KS 66607-1118

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE  
INSURANCE AGENT'S SIGNATURE