



Louisville-Jefferson County Metro Government

CONSTRUCTION REVIEW DIVISION

Department of Codes and Regulations

444 S. 5th St. – Louisville, KY 40202

Phone: 502.574.3321 Web Site: louisvilleky.gov/government/construction-review

CONTRACTOR IDENTIFICATION LICENSE APPLICATION

Signature of Owner or Agent

Date

Contractor Type: Please select the correct type or types per the definitions that follow this application.

- | | | | | |
|---|--------------------------------------|-------------------------------------|---|--|
| <input type="checkbox"/> Building "A" | <input type="checkbox"/> Residential | <input type="checkbox"/> Commercial | <input type="checkbox"/> HVAC | <input type="checkbox"/> Sign |
| <input type="checkbox"/> Building "B" | <input type="checkbox"/> Residential | <input type="checkbox"/> Commercial | <input type="checkbox"/> Mechanical Refrigeration | <input type="checkbox"/> Solid Fuel |
| <input type="checkbox"/> Electrical | | | <input type="checkbox"/> Moving | <input type="checkbox"/> Wrecking "A" |
| <input type="checkbox"/> Fire Detection | | | <input type="checkbox"/> Range Hood/Suppression | <input type="checkbox"/> Wrecking "B" |
| <input type="checkbox"/> Fire Suppression | | | <input type="checkbox"/> Range Suppression | <input type="checkbox"/> Wrecking Supervisor |

COMPANY INFORMATION

Date of Application: _____ / _____ / _____

Applicant's Name: _____

Company's Name: _____

Company's Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Email Address: _____

ATTACHED DOCUMENTS

Occupational License #: _____

- | | | |
|--|--|---|
| <input type="checkbox"/> Liability Insurance | <input type="checkbox"/> Worker's Compensation | <input type="checkbox"/> Unemployment Affidavit |
|--|--|---|

For Wrecking Contractors ONLY: Bond Agent's Questionnaire

THIS SECTION IS FOR OFFICE USE ONLY

Application Processed/Approved By: _____ Date: _____ / _____ / _____

Assigned License Number: _____

License Expiration Date: _____ / _____ / _____

SUBMITTAL CHECKLIST

Please submit the following along with your license application:

- The applicant shall provide an Occupational License number obtained from the Louisville –Jefferson County Revenue Commission. They are located at 617 W. Jefferson St, Phone # 574-4860. We cannot accept a confirmation number for registration.
- Applicant shall provide proof via affidavit of being in compliance with KRS Chapter 341 regarding unemployment insurance.
- Applicant must submit or have on file a certificate of workers compensation insurance; or sign an affidavit stating the company has no employees.
- Applicant shall provide proof of liability insurance not less than two-hundred-fifty thousand dollars (\$250,000). The department shall be listed as certificate holder. See Below.
 - To obtain a Wrecking Contractor Identification license this amount is three-hundred thousand dollars (\$300,000) for 'Wrecking A' and one-million dollars (\$1,000,000) for 'Wrecking B.' On these policies the department must be listed as additional insured in addition to certificate holder. See Below.
 - All wrecking companies shall also maintain a minimum of one wrecking supervisor as a separate license application. This person will be required to pass a written exam before this or company identification license will be approved.

*Application for an Electrical Contractor Identification only need to complete items 1,2,&3.

INSURANCE CERTIFICATE INFORMATION

The department shall be listed as certificate holder on all certificates of Liability and Workers Comp insurance (if not listed on the same certificate). The following listing shall be followed:

Codes & Regulations
Office of Construction Review
444 S. 5th Street
Louisville, KY 40202

Also required for any Wrecking Identification the department shall be listed as additional insured on all insurance certificates. The following listing shall be followed: "The Louisville-Jefferson County Metro Government, its elected and appointed officials, employees, agents, and successors is named as additional insured with respects to the general liability policy as respects operations of the names insured performed relative to the contract. 30 Day Cancellation Notice."

CONTRACTOR IDENTIFICATION LICENSE DEFINITIONS

For building contractors wishing to obtain multiple permits within Louisville Jefferson County. *Any contractor who intends to obtain a permit or permits for Single or Multi Family structures shall annually and successfully complete 6 credit hours of continuing education. These shall be completed before renewal will be granted. January 1 to December 31. The fee shall be \$125

Building Type A

For building contractors wishing to obtain only 1 single building permit. Only one Building Type B license will be granted per person or company within each renewal year. January 1 to December 31. The fee shall be \$50

Building Type B

Any person, firm, partnership or corporation engaged in installation, alteration or maintenance of HVAC appliances and equipment. Each contractor shall have and maintain a Commonwealth of KY Master HVAC Contractor License. Shall also be deemed identified as Fireplace, range-hood, and mechanical refrigeration contractor. March 1 to February 28. The fee shall be \$200

HVAC

Any person, firm, partnership or corporation engaged in the installation or repair of fireplaces. March 1 to February 28. The fee shall be \$75

Manufactured Fireplace

Any person, firm, partnership or corporation engaged in the installation or repair of rangehoods exhaust systems. March 1 to February 28. The fee shall be \$75

Range Hood

Any person, firm, partnership or corporation engaged in the installation or repair of commercial refrigeration equipment or systems. March 1 to February 28. The fee shall be \$75

Mechanical Refrigeration

Any person, firm, partnership, or corporation engaged in the installation or repairing of central-station or interconnected fire detection equipment or systems. May 1 to April 30. The fee shall be \$75

Fire Detection

Any person, firm, partnership or corporation engaged in the installation or repair of fire suppression equipment or systems. Each applicant must furnish the Department with a copy of their current Commonwealth of Kentucky Suppression Contractors license. May 1 to April 30. The fee shall be \$75

Fire Suppression

Any person, firm, partnership or corporation engaged in the moving of buildings or structures. May 1 to April 30. The fee shall be \$75

Moving

Any person, firm, partnership or corporation engaged in the for-profit installation or repairing of signs or outdoor advertising as defined in the Louisville/Jefferson County Land Development Code. May 1 to April 30. The fee shall be \$125

Sign

For contractors wrecking structures less than 35 feet in height, or two stories, and/or less than 3,000 square feet. May 1 to April 30. The fee shall be \$125

Wrecking Type A

For contractors wrecking structures that do not meet the requirements of type "A" listed above. May 1 to April 30. The fee shall be \$225

Wrecking Type B