



**CONTRACTOR LICENSING BOARD**  
NOEL GRIFFITH, CHAIRMAN; M.J. GERTSCH, VICE-CHAIRMAN;  
JOE PATTERSON, MAL BURNSIDE, MIKE METZLER, JASON  
STEPHEN, MARK ARCHER, BRENT GROESBECK AND PAUL  
POMEROY



**Submission Requirements For Class R Contractor Licenses: (Tested)**

**CONTRACTOR LICENSE APPLICATIONS**-Deadline for submission is the **last working day of the month** prior to the meeting. **Please submit your applications early, so that 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 Building Safety department as a **certificate holder only, not** as an "additional insured".
  - c. **ALL CONTRACTORS WITH EMPLOYEES** must also submit proof of registration with Division of Worker's compensation in the Department of Workforce Services of the State of Wyoming (307-777-6763)

**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 need to provide a detailed list of your personal HANDS ON experience. The Board wants to see 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. Inform the Board all the duties you have personally performed in the construction, alternation and repair of single family dwellings.
3. **Attendance to the Licensing Board meeting is required in accordance with Section 13.1 of the Contractor Licensing Board & Regulations. If you are not at the meeting to answer any questions the Board may have pertaining to your application/experience, your application may be denied.** If your license is denied by the Board, you will have to fill out a new application and pay a new application fee of \$50.00. The meetings are held in City Council Chambers at 10:00 A.M. the second Tuesday of each month.
4. Individual Qualified Supervisor license applications must be accompanied by full fees.
5. **You must submit 12 copies of your contractor license applications, your Qualified Supervisor application and your detailed hands on experience.**

**The Contractor Licensing Regulations are attached. It is important that you read and become familiar with them.**



**CONTRACTOR LICENSING BOARD**  
 NOEL GRIFFITH, CHAIRMAN; M.J. GERTSCH, VICE-CHAIRMAN;  
 JOE PATTERSON, MAL BURNSIDE, MIKE METZLER, JASON  
 STEPHEN, MARK ARCHER, BRENT GROESBECK AND PAUL  
 POMEROY



**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 sub-contractors 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 (Optional):** \_\_\_\_\_

**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 the Board's action, 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**

- 1. 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\_\_\_\_
- 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. \_\_\_\_\_

**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 the Board’s action, or forfeit all fees.

**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: \_\_\_\_\_