City of Park City
1941 E. 61st St N
Park City, KS 67219-2499
316.744.2026 • fax 316.744.3865

Request for Building Contractor License

License Year	*2023*

Business | **Phone Numbers** | **Date of application**

Name: Phone:

Address: Cell Phone:

City/State/Zip: Email:

BUILDERS LICENSES: Circle 1	**CLASS S** - Specialty, a separate license shall be required for each and every sub-class and a separate fee shall be collected thereof.	
Class A - Unlimited Commercial and/or Residential	S-1 Roofing and/or Siding	S-5 Wrecking
Class B - Three Story or Less	S-2 Swimming Pool	S-6 Agricultural Buildings
Class C - 1 & 2 Family Residential	S-3 Fire Sprinkler System	S-7 Sign
Class L - Limited		Class I – Inactive

License Fees: A fee of **$100.00** per year or any portion thereof shall be paid to the City of Park City prior to issuance of a license. Two fees are required if more than one class of license is issued. Unless renewed, all licenses expire on the 31st day of December of each year. A fee of **$25.00** is charged on all new applications for licenses. The City will accept checks or cash. Credit Card payments can be made in person or by FAX; with a follow-up phone call. There is a $2.50 convenience fee charged by the credit card company. **DO NOT PUT CREDIT CARD INFORMATION ON YOUR APPLICATION**; a clerk will call you for processing.

COPIES OF THE FOLLOWING ARE REQUIRED:

Certificate of Insurance		**City, County, ICC or Block License No.**	
Insurance Expiration Date		**Expiration Date**	

If your Certificate of Insurance or City, County, ICC or Block License has expired
You MUST provide a copy with your application

The City of Park City recognizes and will honor equivalent City of Wichita, Sedgwick County, International Code Council and Block & Associates certificates as proof of qualifications. The City of Park City reserves the right to refuse to license any person, firm or corporation if it is believed to be in the best interest of the citizens of Park City. By signing this application, said Contractor agrees to submit permit applications for projects within the City Limits of Park City and abide by all laws and ordinances. Any Contractor who willfully violates any portion of Chapter 4 of the Park City Municipal Code may have his/her license privileges revoked.

The following individuals are authorized to sign for permits that are issued to this company:

1. _____
(Print Name) (Sign Name) (Date)

2. _____
(Print Name) (Sign Name) (Date)

No other individuals will be allowed to sign for permits issued to your company. For individuals to be added or deleted from this list, a request for a new authorization form must be requested in writing from your company on your company letterhead. The form will then be mailed to the licensed contractor and must be returned to the City of Park City Department of Code Enforcement.

_____
Licensed Individual Name - please print

_____
Licensed Individual **Signature REQUIRED**

Class of License	
License #	
New Contractor Fee $25.00	**$**
2023 License Fee	**$100.00**
TOTAL	**$**