



# Louisville-Jefferson County Metro Government

Develop Louisville – Office of Construction Review

*Louisville Forward*

## Contractor Identification License Checklist

The identification license shall be for contractors seeking to obtain permits of that type.

1. 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.
2. Applicant shall provide proof via affidavit of being in compliance with KRS Chapter 341 regarding unemployment insurance.
3. Applicant must submit or have on file a certificate of workers compensation insurance; or sign an affidavit stating the company has no employees.
4. 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.
  - a) 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.
  - b) 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:

Develop Louisville  
Office of Construction Review  
444 S. 5<sup>th</sup> 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.”



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## Contractor Identification License Definitions

**Building Type A** – 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 B** – 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**

**HVAC** – 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**

**Manufactured Fireplace** – Any person, firm, partnership or corporation engaged in the installation or repair of fireplaces. **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 range-hoods exhaust systems. **March 1 to February 28. The fee shall be \$75**

**Mechanical Refrigeration** - 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**

**Fire Detection** - 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 Suppression** - 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**

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

**Sign** - 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**

**Wrecking Type A** - 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 B** - 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**



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## Application for Contractor Identification License

Contractor Type: Please select the correct type or types per the definitions on the previous page.

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Building “A”     | <input type="checkbox"/> HVAC                     | <input type="checkbox"/> Sign                |
| <input type="checkbox"/> Building “B”     | <input type="checkbox"/> Mechanical Refrigeration | <input type="checkbox"/> Solid Fuel          |
| <input type="checkbox"/> Fire Detection   | <input type="checkbox"/> Moving                   | <input type="checkbox"/> Wrecking “A”        |
| <input type="checkbox"/> Fire Suppression | <input type="checkbox"/> Range Hood / Suppression | <input type="checkbox"/> Wrecking “B”        |
| <input type="checkbox"/> Electrical       | <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: \_\_\_\_\_ .

Applicant Signature: \_\_\_\_\_ .

### Attached Documents

Occupational License #: \_\_\_\_\_ .

- Liability Insurance     Worker’s Compensation     Unemployment Affidavit

Wrecking Contractors Only:  Bond     Agent’s Questionnaire

### This Section for Office Use Only

Application Processed/Approved By: \_\_\_\_\_ Date: \_\_\_\_\_ .

Assigned License #: \_\_\_\_\_ .

License Expiration Date: \_\_\_\_\_ .