



Contractor Licensing Ordinance Highlights

The following are some of the highlights of the contractor license ordinance. A complete copy of the ordinance may be obtained at the Town of Jackson Building Department.

The Town of Jackson licenses the following trades; general, building, residential, mechanical, plumbing, gas service, refrigeration contractors, woodstove/gas stove, lawn sprinkler, water conditioner, and automatic fire sprinkler installers. For a definition of each category please see the Classifications form.

A telephone answerable during normal business hours is required. Cell phones, provided they are answered, and/or answering machines may meet this requirement. Removal of the telephone service shall automatically suspend the license.

Each contractor shall have in his or her employ a minimum of one person who has a master certificate of qualification from the Town of Jackson in such classification as the license is issued. **If the master should leave the employ of the licensee the licensee shall notify the administrative authority with five days.** Failure to do so shall be cause for suspension or revocation of the license.

General, Building, Residential, Plumbing, Electrical, and HVAC contractors shall provide proof of an insurance policy with a minimum amount of five hundred thousand dollars (\$500,000.00).

Low voltage electrical, wood stove/gas stove installer, gas service contractor, lawn sprinkler installer and water conditioner installer shall provide proof of insurance in the minimum amount of three hundred thousand dollars (\$300,000.00)

Every applicant must provide a permits and license bond in the amount of ten thousand dollars (\$10,000.00) executed by a surety company licensed to do business in the State of Wyoming with the applicant listed as principal and the Town of Jackson as obligee.

The contractor license initial fee is three hundred dollars (\$300) per year. Renewals shall be assessed in accordance with the Town of Jackson business license renewal fees.

Contractor licenses expire on the **31st of December** of each year and shall be renewed by that date. To reestablish a license after it expires, a new application shall be filed and new license fees shall be paid.

Each employee working in the Plumbing, HVAC, Gas Service, and Refrigeration trades shall obtain a master, journeyman, or apprentice certificate of qualification (COQ). The **COQ shall be in their possession when working in their trade in the Town of Jackson.**

A certified apprentice must work under the direct supervision of a journeyman or master, provided however, that **no individual journeyman or master may have more than four apprentices under their direct supervision.**

Time in service requirements for general contractors is a minimum of eight (8) years, building contractors a minimum of four (4) years and residential contractors a minimum of two (2) years. Time in service requirements to advance to the journeyman level in the plumbing or HVAC trades is a verifiable four (4) years minimum as an apprentice. To advance to the master level requires four (4) years minimum as an apprentice and four (4) years minimum as a journeyman.

The Town of Jackson will issue a COQ to persons who have successfully completed the ICC exam in the appropriate category and meet the time requirement set forth. Applicants may also present their qualifications to the Board Of Examiners (BOE) and asked to be granted a COQ based upon their experience and/or licenses from other jurisdictions. If the BOE chooses not to approve the application for a COQ the applicant will be asked to take the ICC exam.

The Board of Examiners (BOE) will meet the second Tuesday of each month to review applications for contractor licenses. Applications must be submitted 14 days prior to the BOE meeting to be placed on the agenda. The BOE shall review any complaints concerning license holders and upon finding good cause may suspend or revoke the contractor's license.

Applicants who fail the required examination shall not be eligible for another examination for thirty (30) days, and any applicant **who fails to pass the second examination shall not be eligible for re-examination for six (6) months.**

COQ's shall be renewed every three years. In order to renew, the master, journeyman, or apprentice shall have attended an **approved** eight (8) hour educational seminar on the applicable trade or they may re-test through the Wyoming Trade Certification Program. Initial cost of a COQ is \$50.00. Renewals or upgrades are \$25.00.