

CITY OF CODY CONTRACTORS' BOARD

AGENDA

Thursday, July 25, 2019 - 12:00 p.m.

Meeting Place: City Hall Conference Room, 1338 Rumsey Avenue, Cody, WY

A. PROCEDURAL

1. Call to Order
2. Roll Call, excused members
3. Approval of Agenda for July 25, 2019
4. Approval of Minutes for the May 23, 2019 – Regular meeting

B. CONTRACTOR'S LICENSE

Conditional approval has been granted by the Building Official. Final Board approval is required per the updated Contracting Licensing Ordinance 2019-03. The update was approved by the City Council on July 9, 2019.

1. Richard D. Canapp, dba Dick's Dirt

Staff Comments: Staff has reviewed this application and reports that it appears to meet our minimum requirements for Excavation, 2019 Contractors License.

Proposed Projects:

Action: Review and discuss – Approve, Deny, or Table application

C. Approved Contractor License

1. Midway Construction & Dirt Work – Excavation and concrete
2. SD Construction – Roofing
3. Ethos Distributed Solutions – Telecommunication lines & antenna's
4. Will's Plumbing & Heating – Plumbing (Commercial and Residential)

D. Review new Contractor License Applications (Drafts)

1. General Contractor
2. Master Electrical Contractor
3. Plumbing/HVAC Contractor
4. Specialty Contractor

E. Active Commercial Projects

- a. Mountain Equipment / Cleary Building
- b. Rawhide Mechanical Building Addition
- c. Western Hands – 1007 12th Street (temp C of O)
- d. TCT Airport Hanger – 3237 Duggleby Drive
- e. 726 & 732 Stone Street – Building / Storage (temp C of O)
- f. 2101-2109 Sheridan Avenue-New Mini-Mall
- g. 534 Blackburn Avenue – Eagle Recovery (waiting on final)
- h. 201 Blackburn Street – Gunwerks Manufacturing Facility
- i. 1402 Heart Mountain – AT&T Tower Rec Center
- j. 1137 12th Street – Dan Miller Show (Darby Building) (temp C of O)

- k. 1920 Sheridan Avenue – Store Remodel and Bathrooms (waiting on final)
- l. 720 Sheridan Avenue – BBCOW Firearms Remodel (temp C of O)

F. **Matters from Board Members:** (announcements, comments, etc.)

G. **Staff Comments**

H. **Public Comments:** The City Contractors' Board welcomes input from the public. In order for everyone to be heard, please limit your comments to five (5) minutes per person.

I. **Adjourn**

The public is invited to attend all Contractors' Board meetings. If you plan to attend or need special accommodations to participate in the meeting, please call the City office at (307)527-7511 at least 24 hours in advance of the meeting to make arrangements.

CITY OF CODY
CONTRACTORS' BOARD MEETING
May 23, 2019

A regular meeting of the City of Cody Contractors' Board was held in the Conference Room of City Hall in Cody, Wyoming on Thursday, May 23, 2019 at 12:00 p.m.

Present: Mike Kelly, Chairman; Heidi Rasmussen; Jake Schrickling; Troy Kincheloe; Ray Lozier; David Schlosser; Sean Collier, Building Official; Josh Dollard, Assistant Building Official; Todd Stowell, Community Development Director; Bernie Butler, Administrative Coordinator.

Absent: Richard Zickefoose; Wes Werbelow; Andy Cowan; Gene Kelly

Chairman Mike Kelly called the meeting to order at 12:00 p.m.

Ray Lozier made a motion, seconded by Jake Schrickling, to approve the agenda for the May 23, 2019 regular meeting. Vote was unanimous, motion carried.

Ray Lozier made a motion, seconded by Jake Schrickling, to approve the minutes from the April 25, 2019 regular meeting. Vote was unanimous, motion carried.

Sean Collier reviewed the Contractor Applications that have been granted a Conditional License by the Building Official. Final approval is required by the Board.

1. Ed Clark Painting & Drywall, Class C, 2019 Contractor License. Heidi Rasmussen made a motion, seconded by Troy Kincheloe to approve the Contractor License for Staley, Inc. Vote was unanimous, motion carried.
2. Houghtaling Plastering, Class C Stucco, 2019 Contractor License. Ray Lozier made a motion, seconded by Heidi Rasmussen, to approve the Contractor License for Houghtaling Plastering. Vote was unanimous, motion carried.

Staff Items – Todd Stowell, Community Development Director, lead a discussion on the proposed City of Cody Contractors' License Ordinances (Draft). The Board made some recommendations.

The April 2019 building summary reports, and active commercial projects, were reviewed by the Board.

Public Comments - none

There being no further business to come before the board, Heidi Rasmussen made a motion, seconded by Ray Lozier to adjourn the meeting. Vote was unanimous, motion carried.

Chairman Mike Kelly adjourned the meeting at 1:08 p.m.

Bernie Butler, Administrative Coordinator

Application Fee: \$50.00

License Fee: \$100.00

CITY OF CODY
Contractors' License Prequalification Statement

Business Name: Richard D Canapp Date: 4/17/19

DBA: Dick's Dirt Corporation Partnership Sole Proprietor

Location of Companies Physical Address: 6 Maggie Lane

City: Cody State: Wy Zip: 82414

Mailing Address: Same

City: _____ State: _____ Zip: _____

Phone: _____ Cell: 899-7365 Fax: _____

E-mail: dicksdirt@gmail.com

License (circle one): General Contractor Class A Cat 1A(Commercial), Class A Cat 1B (Commercial and Residential), or Class A Cat 2C (Residential); Class B; Class C

Specific Area of Work: Excavation

Public Liability and Property Damage: Company: Mid-Continent Casualty Co.

Expiration Date: 4/11/20 Number: #04GL001023568

Name of Principals (Including Positions and Local Representatives)

Name: Richard Canapp Position: owner Email: Same Phone: 899-7365

Name: Laura Canapp Position: owner Email: Same Phone: 899-7366

Name: _____ Position: _____ Email: _____ Phone: _____

Local Representative: Richard Email: same Phone: 899-7365

Have you previously applied for a license in Cody? No When? _____

Good Until: _____

How long has your organization been in business? 1 month

Under this name? _____ Other names? _____

List experience and/or qualifications which may apply to the license application:

Worked as the lead foreman for D.W. Latimer since 2007 until April 15th, 2019

Worked general construction with Greenley Const from 1988 until 2000

Worked with Celco on Shetrock plants from 2004 until 2007

Owned Cody Farm & Ranch and installed truck & trailer wiring & Retail sales from 2000-2004

Started as a plumber and certified as a journeyman plumber in Maryland in the 1980's & worked for J.B. Mechanical

Have you ever filed bankruptcy or failed on any financial obligations? no

If so, give specifics: _____

Have you or other principals failed to complete any work awarded to you? no

If so, where, when and why? _____

Are you familiar with the codes and regulations in Cody concerning your work areas? yes

Name and address of Master License where applicable: _____

The above are true and accurate to the best of my knowledge and belief. References may be verified. I am aware that any false statements shall void this application.

Name of Organization

Dick's Dirt
By: Richard D Canapp

State of Wyoming

SS

County of Park

The foregoing instrument was acknowledged before me by Richard D Canapp

this 18th day of April, 2019.

Witness my hand and official seal.



[Signature]
Notary Public

My commission expires January 23, 2022.

Chairman of the Board _____ Approve _____ Deny _____

CH2MHILL/ LOCKWOOD GREENE

CH2MHILL/LOCKWOOD GREENE
401 Steam Plant Dr
Georgetown SC 29440
843-546-8705

To Whom It May Concern:

I have worked with Richard Canapp since November of 2006. He has consistently supervised his men in a efficient and safe manner, always meeting schedule.

Richard has teamed up with our safety team to conduct safety audits, PTP training (Pre Task Planning), and Safe Behavior Observation.

We have worked 250,000 safe man hours on this job and Richard has contributed greatly.

I would jump at the opportunity to work again with Richard in the future.

Most cordially and sincerely,



Ted Woodell
Site Safety Manager
Georgetown, SC
(910) 734-4950



City of Cody

I have worked with Richard Canapp for a number of years. He has always done a good job for my company and goes the extra mile to make sure his job is done right.

I would recommend the city give him a license to work in the city.

Tom Quick

Tom Quick

William D. Overfield
Woodcraft Homes
P.O. Box 313
Cody, Wyoming
82414
E-mail r. j.overfield@icloud.com
250-6107

To Whom This May Concern,

My business has operated in Cody for about 40 years. I have worked with Richard Canappe for about 10 years. He was employed by D.W. Latimer Inc.

Richard was always the operator I requested to do my work. With his knowledge of The trade I think he will do well and I highly recommend him to operated an excavating business in Cody and Park County.

Respectfully,

William D. Overfield

A handwritten signature in cursive script that reads "William D. Overfield". The signature is written in dark ink and is positioned below the printed name.



April 26, 2019

To Whom It May Concern:

Re: Richard Canapp – Letter of Support

Richard has been employed with D.W. Latimer, Inc. for twelve years and was one of our more experienced operators. He is a very skilled and competent employee. He has worked in a lot of different work conditions in and around the Cody area from ground water, sand, rock and frost. We do a lot of septic systems and utility work which Richard has been very proficient at completing from start to finish.

We have had Richard in the foreman position overseeing other operators, truck drivers and laborers. He is a very dependable employee and will stay late to get a project backfilled or to restore water service before leaving for the day. He gets along with anyone he works with and has great PR skills with the client.

Thank You,

Dan Latimer

D.W. Latimer, Inc.

236 N 44th St.

Cody, Wy 82414

307-578-8243



ALCO CORPORATION, INC.
P. O. Box 1499 - 29442
401 Steam Plant Road
Georgetown, SC 29440

April 17,2007

To Whom It May Concern:

Reference: Mr. Richard Canapp

Subject: Personal and Professional Recommendation

Richard has been an employee of Alco Corporation, Inc., for several years and has completed many projects across the country. Most recently, in his capacity as Supervisor, Richard was charged with the construction and assembly of large, complicated manufacturing equipment complete with ducting, structural steel and near-zero tolerance components. His expertise, planning, thoroughness and attention to detail contributed to the on-schedule completion of the installation in accordance with the Owner's specifications.

Richard also has proven to be a leader in safety awareness. Our clients regularly lauded his commitment to the safety and health of all project personnel.

He has excellent communication skills, is extremely organized, can work independently, and is able to follow through to ensure the job gets done right the first time, every time. Richard is always willing to offer his assistance to anyone and has an excellent rapport with his subordinates and with the many constituents served by our Company.

He would be an asset to any employer and I recommend him for any endeavor he chooses to pursue.

Yours very truly,

A handwritten signature in black ink, appearing to read "R. Stanley".

Robert F. Stanley
Project Manager

COMPANY PROJECT HISTORY

Please provide a list of specific projects for the Company this is not the same for Personal Work History.

Project Name	Owners Name	Address	Phone	Scope	Year Completed
West Park Hosp.	Latimer	Cody		Excavation for the addition and the Basement	2015
Sunset School	Latimer	Cody		Excavation for the school + parking lot	2009
BBHC	Latimer	Cody		Excavation for the new theatre	2016
DeMaris Bldg	Latimer	Cody		Excavation for the new foundation in the DeMaris Bldg	2013?
Numerous sewer jobs, water lines, foundations, driveways ect for:					
	TL Quick		Paul Hansen	Brian Ritter	
	Dale Cowan		Nick Randal	Luke Margargal	
	Andy Cowan		Yellowstone Traditions		
	Dave Strike		Kim Wasler		
	Bill Overfield		Basin Mechanical		
	Growthhouse Const		Filner Const		
	Atnip Const.		Brage Plumbing		

If you need additional space, please attach a separate page.

PERSONAL WORK HISTORY

Please provide the personal work history of the person who is qualifying or applying for the Contractor License to establish yours or their minimum required time. Begin with your most recent employer first. List all positions you have held. Account for all the time between your first and last construction related employment listing whether the work done was construction related or not. Please note that time worked MUST be verifiable. It may be easier to have time worked documented in letter form from former employers. Failure to provide this information may be cause to delay or cause denial by the Contractor's board.

Employer Name	Address	Phone	Position Held and Primary Duties (i.e. project mgr, superintendent Foreman carpenter, laborer, etc.)	Employment Dates
D. W. Latimer	Cody	527-5070	Lead Foreman/Excavation	2007-2019
Calco Co.	Cody	587-3301	Foreman for Sheetrock plant Const.	2005-2007
Cowboy Timber	Manderson	272-8312	Logger, truck driver, Steid steer op.	2004-2005
George Nicholson	Burlington		Excavation	2004
Cody Farm + Ranch	Cody	899-7365	Retail sales, mechanic	2000-2004
Uearsley Const.	Cody	527-6988	Construction	1988-2000
J. B. Mechanical	Jackson		Plumber	1989-1988
Gartland + Son	Maryland		Plumber	1982-1984
Cicker + Son	Maryland		Plumber	1980-1982

If you need additional space, please attach a separate page.



**CITY OF CODY
GENERAL CONTRACTOR LICENSE
APPLICATION**

STAFF USE
Invoice: _____
Date Submitted: _____
Previously Licensed? Y/N

Applicant's Name (Qualifier): _____ Business Name: _____
Physical Address: _____ City: _____ State: _____ Zip: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Cell: _____ Email: _____

Before completing the section below, please read the contractor licensing regulations, found in Title 9, Chapter 3 of the City of Cody Code (attached and/or available online at: www.cityofcody-wy.gov/111/Municipal-Code).

Category of License Requested:

- General Contractor** (Authorized to perform work on all components of commercial and residential structures except those components requiring an electrical license, plumbing license, or mechanical/HVAC license.)
Attach certification showing you have passed the International Code Council National Standard Exam for Class "A" Commercial, or Class "B" Commercial and Residential contracting.
- General Contactor—IRC** (Authorized to perform work on all components of a residential structure that is subject to the International Residential Code, except those components requiring an electrical license, plumbing license, or mechanical/HVAC license.)
Attach certification showing you have passed the International Code Council Class "C" Residential Contractor Exam.

Work History: Provide a resumé of your personal work history demonstrating that you have the minimum relevant experience required (60 months for General Contractor category/ 24 months for General Contractor-IRC category). Include contact information for your employer(s) or the building official(s) where the work was performed. You may use the attached "Work History" form if you do not have a resumé with the information requested.

Insurance: Provide an insurance certificate from your insurance company indicating that your company has liability insurance in the amounts noted below, and which insurance certificate lists the City of Cody as a "certificate holder" (not "additional insured").

- Bodily injury liability insurance coverage of not less than one million dollars per person/occurrence; and,
- Property damage liability insurance coverage of not less than one million dollars for each occurrence.

Fee: The application must be accompanied by the \$150.00 application fee. Payment may be made to the City of Cody by cash, check, or credit card (Visa, MasterCard, Discover).

(Over)

Certification: By signing this application form, I certify that:

- 1) I have read and understand the City of Cody Contractor Licensing Ordinance (Title 9, Chapter 3 of the City of Cody code) and agree to comply with the requirements thereof;
- 2) The information contained in this contractor license application and associated documents submitted herewith is true and accurate; and,
- 3) I understand that failure by me, or my employees while under my supervision, to comply with the requirements of the City of Cody Contractor Licensing Ordinance, including failure to obtain all required permits and inspections, is grounds for suspension and revocation of my contractor license.

Signed this _____ day of _____, 20 ____.

Name of Business: _____

By: _____

Title/Office: _____

STATE OF WYOMING)
)
COUNTY OF PARK)

The foregoing instrument was acknowledged before me by _____
this ____ day of _____, 20 ____.

Witness my hand and official seal.

Notary Public

My Commission Expires: _____

Contractor Licensing Board Review:

Review of this application includes an interview by the Building Official and/or Contractor Licensing Board. If Board review is required, they typically meet the 4th Thursday of each month at noon in the City Hall conference room (1338 Rumsey Avenue). Applications requiring Board review should be submitted at least ten days prior to the meeting. You may schedule an interview with the Building Official by calling (307) 527-3469, or emailing either Sean Collier at scollier@cityofcody.com or Bernie Butler at bernieb@cityofcody.com



**CITY OF CODY
MASTER ELECTRICAL CONTRACTOR
LICENSE APPLICATION**

STAFF USE Invoice: _____ Date Submitted: _____
--

Applicant's Name (Qualifier): _____ Business Name: _____
Physical Address: _____ City: _____ State: _____ Zip: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Cell: _____ Email: _____

Please read the contractor licensing regulations, found in Title 9, Chapter 3 of the City of Cody Code (attached and/or available online at: www.cityofcody-wy.gov/111/Municipal-Code).

Wyoming Licenses: Provide a copy of your current Wyoming master electrician license and your electrical contractor's license (card) issued by the State of Wyoming.

Insurance: Provide an insurance certificate from your insurance company indicating that your company has liability insurance in the amounts noted below, and which insurance certificate lists the City of Cody as a "certificate holder" (not "additional insured").

- Bodily injury liability insurance coverage of not less than one million dollars per person/occurrence; and,
- Property damage liability insurance coverage of not less than one million dollars for each occurrence.

Fee: The application must be accompanied by the \$150.00 application fee. Payment may be made to the City of Cody by cash, check, or credit card (Visa, MasterCard, Discover).

Certification: By signing this application form, I certify that:

- 1) I have read and understand the City of Cody Contractor Licensing Ordinance (Title 9, Chapter 3 of the City of Cody code) and agree to comply with the requirements thereof;
- 2) The information contained in this contractor license application and associated documents submitted herewith is true and accurate; and,
- 3) I understand that failure by me, or my employees while under my supervision, to comply with the requirements of the City of Cody Contractor Licensing Ordinance, including failure to obtain all required permits and inspections, is grounds for suspension and revocation of my contractor license.

Signed this _____ day of _____, 20 ____.

Name of Business: _____

By: _____

Title/Office: _____

(Signature must be notarized—notary block on next page.)

(OVER)

STATE OF WYOMING)
)
COUNTY OF PARK)

The foregoing instrument was acknowledged before me by _____
this ____ day of _____, 20 ____.

Witness my hand and official seal.

Notary Public

My Commission Expires: _____

Office Use Only:

Master Electrical Contractor license authorized this ____ day of _____, 20____, by
_____, Building Official.



**CITY OF CODY
PLUMBING CONTRACTOR AND
MECHANICAL/HVAC CONTRACTOR
LICENSE APPLICATION**

STAFF USE
Invoice: _____
Date Submitted: _____
Previously Licensed? Y/N

Applicant's Name (Qualifier): _____ Business Name: _____
Physical Address: _____ City: _____ State: _____ Zip: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Cell: _____ Email: _____

Before completing the section below, please read the contractor licensing regulations, found in Title 9, Chapter 3 of the City of Cody Code (attached and/or available online at: www.cityofcody-wy.gov/111/Municipal-Code).

Category of License Requested:

- Master Plumbing Contractor** (To perform plumbing work (including fuel gas) within all types of buildings and structures.)
Attach certification showing you have passed the International Code Council Exam for "Master Plumber with Fuel Gas". (Also requires 48 months of experience.)
- Plumbing Contractor—IRC** (To perform plumbing work within buildings and structures regulated by the International Residential Code.)
Either attach certification showing you have passed the International Code Council Exam "F26 National Standard Residential Plumber" (also requires 12 months of experience); or, show you have at least 36 months of experience that demonstrate the knowledge, skills, and proficiency to perform work of this nature.
- Master Mechanical/HVAC Contractor** (To perform mechanical/HVAC work within all types of buildings and structures.)
Either attach certification showing you have passed the International Code Council Exam "Master Mechanical" (also requires 24 months of experience); or, show you have at least 48 months of experience that demonstrate the knowledge, skills, and proficiency to perform work of this nature.
- Mechanical/HVAC Contractor—IRC** (To perform mechanical/HVAC work within buildings and structures regulated by the International Residential Code.)
Either attach certification showing you have passed the International Code Council Exam "F26 National Standard Residential Mechanical" (also requires 12 months of experience); or, show you have at least 36 months of experience that demonstrate the knowledge, skills, and proficiency to perform work of this nature.

Work History: Provide a resumé of your personal work history demonstrating that you have the minimum relevant experience required. Include contact information for your employer(s) or the building official(s) where the work was performed. You may use the attached "Work History" form if you do not have a resumé with the information requested.

(Over)

Insurance: Provide an insurance certificate from your insurance company indicating that your company has liability insurance in the amounts noted below, and which insurance certificate lists the City of Cody as a "certificate holder" (not "additional insured").

- Bodily injury liability insurance coverage of not less than one million dollars per person/occurrence; and,
- Property damage liability insurance coverage of not less than one million dollars for each occurrence.

Fee: The application must be accompanied by the \$150.00 application fee. Payment may be made to the City of Cody by cash, check, or credit card (Visa, MasterCard, Discover).

Certification: By signing this application form, I certify that:

- 1) I have read and understand the City of Cody Contractor Licensing Ordinance (Title 9, Chapter 3 of the City of Cody code) and agree to comply with the requirements thereof;
- 2) The information contained in this contractor license application and associated documents submitted herewith is true and accurate; and,
- 3) I understand that failure by me, or my employees while under my supervision, to comply with the requirements of the City of Cody Contractor Licensing Ordinance, including failure to obtain all required permits and inspections, is grounds for suspension and revocation of my contractor license.

Signed this _____ day of _____, 20 ____.

Name of Business: _____

By: _____

Title/Office: _____

STATE OF WYOMING)

COUNTY OF PARK)

The foregoing instrument was acknowledged before me by _____
this ____ day of _____, 20 ____.

Witness my hand and official seal.

Notary Public

My Commission Expires: _____

Contractor Licensing Board Review:

Review of this application includes an interview by the Building Official and/or Contractor Licensing Board. If Board review is required, they typically meet the 4th Thursday of each month at noon in the City Hall conference room (1338 Rumsey Avenue). Applications requiring Board review should be submitted at least ten days prior to the meeting. You may schedule an interview with the Building Official by calling (307) 527-3469, or emailing either Sean Collier at scollier@cityofcody.com or Bernie Butler at bernieb@cityofcody.com

Office Use Only:

Contractor license authorized as requested this ____ day of _____, 20____, by _____, Building Official.

Application referred to Contractor Licensing Board. Meeting date: _____



CITY OF CODY
SPECIALTY CONTRACTOR
LICENSE APPLICATION

STAFF USE
Invoice: _____
Date Submitted: _____
Previously Licensed? Y/N

Applicant's Name (Qualifier): _____ Business Name: _____
Physical Address: _____ City: _____ State: _____ Zip: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Cell: _____ Email: _____

Before completing the section below, please read the contractor licensing regulations, found in Title 9, Chapter 3 of the City of Cody Code (attached and/or available online at: www.cityofcody-wy.gov/111/Municipal-Code).

Category of License Requested: (Minimum Experience in Parenthesis)

This column is for work on any type of building or structure:

- Asbestos Abatement (24 months)
- Commercial Fire Suppression Systems (36 months)
- Commercial Railings (24 months)
- Conveyor Systems (36 months)
- Demolition (24 months)
- Drywall (24 months)
- Elevator Installation (48 months)
- Fencing (6 months)
- Framing (48 months)
- Ground stabilization/mud jacking (24 months)
- Insulation (24 months)
- Masonry (48 months)
- Refrigeration (24 months)
- Roofing (24 months)
- Sheet metal installation (24 months)
- Siding (24 months)
- Sign/Awning Installation (24 months)
- Steel fabrication/erection (48 months)
- Structural Concrete (48 months)
- Stucco/Plaster (12 months)
- Underground Utilities—sewer, water, conduit (12 months)
- Windows/Glass glazing (12 months)

This column is for work on residential buildings or structures subject to the IRC, only:

- Fire Suppression Systems (6 months)*
- Demolition (6 months)*
- Drywall (6 months)*
- Fencing (3 months)*
- Framing (12 months)*
- Insulation (6 months)*
- Masonry (6 months)*
- Roofing (6 months)*
- Sheet metal installation (6 months)*
- Siding (6 months)*
- Structural Concrete (6 months)*
- Stucco/Plaster (6 months)*
- Windows/Glass glazing (6 months)*

* Minimum experience need not be provided if the person has passed an ICC or State of WY exam for the trade, or if the Building Official or Contractor's Board is otherwise satisfied that the person has the knowledge and training necessary to perform the work in a competent manner.

Work History: Provide a resumé of your personal work history demonstrating that you have the minimum relevant experience required and otherwise have the knowledge, skills and proficiency to perform the type of work requested. Include contact information for your employer(s) or the building official(s) where the work was performed. You may use the attached "Work History" form if you do not have a resumé with the information requested.

Insurance: Provide an insurance certificate from your insurance company indicating that your company has liability insurance in the amounts noted below, and which insurance certificate lists the City of Cody as a "certificate holder" (not "additional insured").

- Bodily injury liability insurance coverage of not less than one million dollars per person/occurrence; and,
- Property damage liability insurance coverage of not less than one million dollars for each occurrence.

Fee: The application must be accompanied by the \$150.00 application fee. Payment may be made to the City of Cody by cash, check, or credit card (Visa, MasterCard, Discover).

Certification: By signing this application form, I certify that:

- 1) I have read and understand the City of Cody Contractor Licensing Ordinance (Title 9, Chapter 3 of the City of Cody code) and agree to comply with the requirements thereof;
- 2) The information contained in this contractor license application and associated documents submitted herewith is true and accurate; and,
- 3) I understand that failure by me, or my employees while under my supervision, to comply with the requirements of the City of Cody Contractor Licensing Ordinance, including failure to obtain all required permits and inspections, is grounds for suspension and revocation of my contractor license.

Signed this _____ day of _____, 20 ____.

Name of Business: _____

By: _____

Title/Office: _____

STATE OF WYOMING)

COUNTY OF PARK)

The foregoing instrument was acknowledged before me by _____
this ____ day of _____, 20 ____.

Witness my hand and official seal.

Notary Public

My Commission Expires: _____

Contractor Licensing Board Review:

Review of this application includes an interview by the Building Official and/or Contractor Licensing Board. If Board review is required, they typically meet the 4th Thursday of each month at noon in the City Hall conference room (1338 Rumsey Avenue). Applications requiring Board review should be submitted at least ten days prior to the meeting. You may schedule an interview with the Building Official by calling (307) 527-3469, or emailing either Sean Collier at scollier@cityofcody.com or Bernie Butler at bernieb@cityofcody.com

Office Use Only:

Contractor license authorized as requested this ____ day of _____, 20____, by _____, Building Official.

Application referred to Contractor Licensing Board. Meeting date: _____

WORK HISTORY:

Provide your personal work history to demonstrate that you have the minimum experience required and the knowledge, skills and proficiency needed to act in the capacity of a general contractor. Include only periods of active employment. Feel free to include any additional information or exhibits such as a work portfolio or project photos.

Employer #1 (current/most recent)

Name of Employer: _____

Dates of Employment: _____ to _____ Number of months of active employment: _____

Position(s) Held/Primary Duties:

Contact Information for Employer, or Building Department(s) in jurisdiction(s) where work was performed if you were self-employed:

Name: _____ City: _____ State: _____ Phone # or email: _____

Employer #2

Name of Employer: _____

Dates of Employment: _____ to _____ Number of months of active employment: _____

Position(s) Held/Primary Duties:

Contact Information for Employer, or Building Department(s) in jurisdiction(s) where work was performed if you were self-employed:

Name: _____ City: _____ State: _____ Phone # or email: _____

Use additional sheet(s) as needed to show minimum months of experience required.

Employer #3

Name of Employer: _____

Dates of Employment: _____ to _____ Number of months of active employment: _____

Position(s) Held/Primary Duties:

Contact Information for Employer, or Building Department(s) in jurisdiction(s) where work was performed if you were self-employed:

Name: _____ City: _____ State: _____ Phone # or email: _____

Employer #4

Name of Employer: _____

Dates of Employment: _____ to _____ Number of months of active employment: _____

Position(s) Held/Primary Duties:

Contact Information for Employer, or Building Department(s) in jurisdiction(s) where work was performed if you were self-employed:

Name: _____ City: _____ State: _____ Phone # or email: _____

Use additional sheet(s) as needed to show minimum months of experience required.