

CONTRACTOR REGISTRATION

Who Needs To Register?

- General Contractors
- Builders
- Residential Contractors
- Masons
- Roofers
- Building Movers
- Wind Turbine Installers
- Electricians
- Plumbers
- Mechanical
- Well/Lawn Sprinkler Services
- Fire Protection
- Sign Hangers
- Any One Who Holds A License

Required Documents

- **Completed Application** (see attached)
- **Fee**
 - \$100 – New Registration
 - \$75 – Annual Renewal (January of each year)
- **Copy of other City/County Licenses** (If not available please provide job references)
- **Liability Insurance** (Does not include well/lawn sprinkler services)
 - \$1,000,000 each occurrence
 - \$2,000,000 aggregate for bodily injury
 - \$ 100,000 each occurrence for property damage

Things You Should Know

- **Registrations are valid January 1 – December 31 and must be renewed annually.**
- **All inspections must be scheduled a MINIMUM of 24 hour in advance.**
- **Contractors are responsible for proper termination of sewer, water, electric and gas lines.**
- **Fees: The City has adopted a new Fee Schedule (Effective January 1, 2013; Ord. 1027). That schedule is available at www.greensburgks.org or contacting the Building and Codes Office. All applicable fees will be paid prior to a permit being issued.**
- **Do not drive heavy equipment down city streets.**
- **Ask about building incentives that are available.**
- **Kansas Sales Tax Number**
 - Contractors are required to have a Kansas Sales Tax Number. Contact the Kansas Department of Revenue, (785) 368-8222, www.ksrevenue.org. You do not need to submit this number to our office.

If you have questions please contact:

**City of Greensburg
Building & Codes Dept
300 S. Main
Greensburg, KS 67054
620-723-2751 620-723-2644 (fax)
clerk@greensburgks.org**