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:

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Building & Codes Dept
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Greensburg, KS 67054
620-723-2751 620-723-2644 (fax)
clerk@greensburgks.org