

CONTRACTOR LICENSING REQUIREMENTS

Applicants must provide the following before a license can be issued:

1. *Completed and signed contractor license application.*
2. *Photocopy of current license held in a Mississippi municipality.*
3. *Letter from City where licensed. Letter must state that license has been held for at least one year in good standing.*
4. *License Bond (\$5,000). We must receive "Original" copy from insurance company.*
5. *Certificate of General Liability Insurance (Minimum \$300,000 each occurrence).*
6. *Applicant must present photo ID in person.*
7. *\$25.00 fee*

NOTE: There is a \$25.00 charge per license issued. However, if contractor holds a current State Certificate of Responsibility from the State Board of Contractors, the fee is waived when a copy of this certificate is received in our office. Only the person that took the State exam can have his/her fee waived.

CITY OF RIDGELAND
COMMUNITY DEVELOPMENT DEPARTMENT
304 HWY 51
P O BOX 217
RIDGELAND MS 39158
(601) 856-3877
(601) 853-2030 (FAX)

CONTRACTOR LICENSE APPLICATION

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____

BUSINESS _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____

Please provide the following information:

1. Jurisdictions that you have a contractor license:

a. _____

b. _____

c. _____

Note: Please include copies of any contractor licenses and a letter from the exam board or Building Department indicating that you have passed the required examination.

2. Please check the License for which you are applying.

a. Journeyman Electrician _____ g. Residential Electrician _____

b. Master Electrician _____ h. Gas Pipe Fitter _____

c. Journeyman Mechanical _____ i. Residential Plumber _____

d. Master Mechanical _____ j. Refrigeration _____

e. Journeyman Plumber _____

f. Master Plumber _____

3. Please provide the following information:

a. Name of Bonding Company _____

Address _____

City _____ State _____ Zip _____

Phone _____

b. Name of your Insurance Company _____

Address _____

City _____ State _____ Zip _____

Phone _____

Note: Copies of all insurance documents are required prior to issuing a license.

I understand that any false statement on this application may result in revocation of my contractor license but shall not serve as a bar for further enforcement action by the City of Ridgeland.

Applicant

Contractor's Information Sheet

*This sheet is to be completed and returned to the Community Development
Department by the Contractor*

Business Name _____

Individual Name _____

Mailing Address _____

Physical Address _____

Phone Number (Work) (____) _____ **(Home)** (____) _____

Cell Phone Number (if available) (____) _____

Fax Number (____) _____

REQUIREMENTS FOR \$5,000 CONTRACTOR'S BOND

The following requirements must be met before filing a bond with the City of Ridgeland, Mississippi.

- (1) Bonds have to be signed where it says "Resident Mississippi Agent" and "Attorney-in-Fact".
- (2) Bonds must be executed on forms furnished by the City of Ridgeland.
- (3) Original copy of bond must be signed and filed with the Building Permit Division of the City of Ridgeland.
- (4) Surety Power of Attorney and Seal must be affixed to the bond and Corporate Seal.
- (5) All bonds executed out of State must be countersigned by a Resident Mississippi Agent.
- (6) **The General bond must be in the individual's name or the individual doing business as a corporation or company. We do not bond companies. If it is written as a corporation, an officer of the corporation must sign the bond and show his title. Thirty (30) days written notice is required to be given to the city prior to cancellation or non-renewal of above.**
- (7) All electrical, plumbing, mechanical, residential electrician and gas pipe fitter contractors must have bonds in their names doing business as a company, or as an individual. Bonds must be in the name of the person who passed the examination and qualified for license.
- (8) **Electrical, plumbing, mechanical, residential electrician and gas pipe fitter contractors must furnish a Certificate of General Liability Insurance along with the Contractor's Bond. Minimum coverage is \$100,000, \$300,000 and \$5,000. Thirty (30) days written notice is required to be given to the City prior to cancellation or non-renewal of above.**
- (9) Contractor's mailing address and telephone (local) number must be on the bond.
- (10) If a representative is to take out permits, a letter of authorization giving a Limited Power of Attorney must be drawn up by an attorney and on file in the Community Development office.

**THE ABOVE INSTRUCTIONS MUST BE COMPLIED WITH OR THE BOND
WILL NOT BE ACCEPTED!!!**

**CONTRACTOR'S BOND
CITY OF RIDGELAND, MISSISSIPPI**

\$5,000.00

Bond No. _____

Telephone No. _____

City No. _____

KNOW ALL MEN BY THESE PRESENTS

That we, _____ Principal, whose home office or place of residence is _____ in the State of _____, and _____ a Surety Company domiciled at _____, in the State of _____ but authorized to do business in the State of Mississippi, under the laws thereof, as Surety, are held and firmly bound unto the City of Ridgeland, Mississippi, a municipal corporation, in the penal sum of Five Thousand Dollars (\$5,000.00), lawful money of the United States of America, to be paid to it, for which payment well and truly to be made, we bind ourselves and our legal representatives, jointly and severally, by these presents.

The conditions of this bond are such, that whereas the said _____, Principal, in business as a _____ (electrical, plumbing, mechanical, irrigation, pool, remodeling, fire suppression, refrigeration, foundation repair, sign or general contractor), by virtue of this bond (and license as applicable) is granted the right to apply for permits under the rules, regulations and ordinances adopted by the Mayor and Board of Aldermen of said City and in force and effect and under the applicable laws of the State of Mississippi, and will hereafter, from time to time, apply for and be granted permits to do particular work and operations thereunder.

Now therefore, if the above principal shall faithfully perform all work under the said permit and do and perform all work in connection with the erection, construction or maintenance required under each and every permit granted, and make all installations required under any permit granted therefor strictly in accordance with terms thereof, and with the rules and regulations and ordinances of the City of Ridgeland and the laws of the State of Mississippi, and shall further pay to the City of Ridgeland the sum of One Hundred Dollars (\$100.00) as liquidated damages for each and every violation of any of the provisions of said permit and the rules and regulations and ordinances of the City of Ridgeland and of the laws of the State of Mississippi in the erection, construction, maintenance or installation of any work required under any permit issued to said principal under said permit and, in addition thereto, shall indemnify and save harmless the City of Ridgeland, its officers and agents from any and all claims, damages, suits, actions or causes of action arising from or growing out of any act done in violation of the said permit and the rules, regulations, ordinances and laws, then this obligation shall be null and void; otherwise to remain a full force and effect.

It is agreed and understood, however, that the said contractor shall be given five (5) days' notice of any violation for which the liquidated damages above provided for should be paid, within which five (5) days the said contractor would have opportunity to make the necessary correction, and upon his failure so to do demand will be made for payment of the liquidated damages provided for herein.

It is further provided that this bond may be canceled by the surety upon thirty (30) days written notice of cancellation delivered to the Building Official, provided, however, that such cancellation shall not affect any liability which has heretofore become fixed, and shall not affect permits theretofore granted, the work under which has not been completed.

WITNESS the signatures of the said principal and the surety on this the _____ day of _____ 19 ____.

Principal

COUNTERSIGNED _____ (SEAL)
Resident Mississippi Agent

By _____
(Official Title)

(SEAL)

(Surety)

APPROVED _____
Building Official, City of Ridgeland

By _____
(Attorney-in-Fact)

CERTIFICATE OF LIABILITY INSURANCE

OP ID CH
PLUMB-1

DATE (MM/DD/YY)
04/10/02

PRODUCER

YOUR INSURANCE AGENCY'S NAME
ADDRESS
CITY, STATE ZIP CODE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

COMPANIES AFFORDING COVERAGE

- COMPANY A **Acceptance**
- COMPANY B
- COMPANY C
- COMPANY D

Phone No. INSURED Fax No.

APPLICANT'S NAME
ADDRESS
CITY, STATE ZIP CODE

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> OWNER'S & CONTRACTOR'S PROT				GENERAL AGGREGATE \$ PRODUCT - COMPO \$ PERSONAL AUTO \$ EACH OCCURRENCE \$ FIRE DAMAGE (Any one fire) \$ D E (Any one person) \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> LEASED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE OCCASION \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EACH ACCIDENT \$ AGGREGATE \$
	EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM				EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS LIABILITY THE PROPRIETOR/PARTNER/EXECUTIVE OFFICERS AND OTHER				WC STATUTORY LIMITS \$ OTHER \$ EL EACH ACCIDENT \$ EL DISEASE - POLICY LIMIT \$ EL DISEASE - EA EMPLOYEE \$

SAMPLE

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

CERTIFICATE HOLDER

Ridgeland
City of Ridgeland
Attention: Cathie Reece
P.O. Box 217
Ridgeland MS 39158

RIDGELAND

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT.

AUTHORIZED REPRESENTATIVE

