SUBCONTRACTOR LICENSING REQUIREMENTS

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

1. Completed and signed subcontractor 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
100 WEST SCHOOL STREET
P O BOX 217
RIDGELAND MS 39158
(601) 856-3877
(601) 853-2030 (FAX)
SUBCONTRACTOR 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
Subcontractor'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 SUBCONTRACTOR'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) 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.

(6) 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.

(7) 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.

(8) Contractor’s mailing address and telephone (local) number must be on the bond.

(9) 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!!!
SUBCONTRACTOR'S BOND
CITY OF RIDGELAND, MISSISSIPPI

KNOW ALL MEN BY THESE PRESENTS

That we, ____________________________, Principal, whose home office or place of residence is ____________________________ in the State of ____________ and ____________________________, 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 therefore granted, the work under which has not been completed.

WITNESS the signatures of the said principal and the surety on this the _____ day of ____ 20 ___

COUNTERSIGNED ____________________________ (SEAL)
Resident Mississippi Agent

By ____________________________ (Official Title)

(SEAL)

(Surety)

APPROVED ____________________________
Building Official, City of Ridgeland

By ____________________________ (Attorney-in-Fact)
**CERTIFICATE OF LIABILITY INSURANCE**

**PRODUCER**

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

**APPLICANT'S NAME**
ADDRESS
CITY, STATE ZIP CODE

**COVERAGE**

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.

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**DESCRIPTION OF OPERATIONS/Locations/VEHICLES/SPECIAL ITEMS**

**CERTIFICATE HOLDER**

City of Ridgeland
Attention: Leslie Thomas
P.O. Box 217
Ridgeland MS 39158

**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

ACORD CORPORATION 1988