



SUB-CONTRACTOR LICENSING REQUIREMENTS *and* APPLICATION

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

1. Completed and signed sub-contractor license application
2. Photocopy of current license held in a Mississippi municipality
3. Letter from municipality where licensed (see item 2). Letter must state that the license has been held for a min. of (1) one year and has been in good standing.
4. (\$5,000) License Bond. Original copy from insurance company must be provided.
5. Certificate of General Liability Insurance (Minimum \$300,000 each occurrence).
6. Photo ID must be presented in person.
7. \$25.00 application fee***

***\$25.00 application fee is charged per license issued. If the contractor holds a current State Certificate of Responsibility from the State Board of Contractors then the application fee will be waived. A copy of the certificate must be filed with the city for the fee to be waived. Only the individual who passed the State exam is eligible.

Sub-Contractor License Application

Business Name: _____

Individuals First Name: _____ Last Name: _____

Mailing Address: _____

Physical Address: _____

Phone (Work): () _____ Phone (Home): () _____

Phone (Cell): () _____ Fax Number: () _____

Email Address: _____
(optional)

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND COMPLETE

SIGNED _____
APPLICANT'S SIGNATURE

DATE: _____

For licensing inquiries:
Community Development Department
Attn: Leslie Thomas
100 West School Street
P.O. Box 217
Ridgeland, MS 39158
Phone: 601.856.3877 Fax: 601.853.2030
Email: leslie.thomas@ridgelandms.org
<http://www.ridgelandms.org>

REQUIREMENTS FOR \$5,000 SUB-CONTRACTOR'S BOND

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

- (1) Bonds must be executed on forms furnished by the City of Ridgeland.
- (2) Original copy of bond must be signed and filed with the Building Permit Division of the City of Ridgeland.
- (3) Surety Power of Attorney and Seal must be affixed to the bond and Corporate Seal.
- (4) 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.
- (5) 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.
- (6) Electrical, plumbing, mechanical, residential electrician and gas pipe fitter contractors must furnish 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.
- (7) Contractor's mailing address and telephone (local) number must be on the bond.
- (8) 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 _____ 20 ____.

_____ Principal

COUNTERSIGNED _____ (SEAL)
Resident Mississippi Agent

By _____
(Official Title)

(SEAL)

(Surety)

APPROVED _____
Building Official, City of Ridgeland

By _____
(Attorney-in-Fact)