



City of Carbondale
234 Main Street
P.O. Box 70
Carbondale, Kansas 66414
Phone: 785-836-7108
Fax: 785-836-7942
Email: cityhall@carbondaeks.com
Website: carbondaeks.com

City of Carbondale Contractor Requirements

Each contractor must have a license from the City of Carbondale. Proof of liability insurance and a license to practice in Kansas are required along with an application fee of \$25.00. Permit applications are available at City Hall or on the website: www.carbondaeks.com .

Contractor Permits Required For:

Electrical work
Plumbing work

General Remodeling
Roofing Work

** Must have certification from the Kansas Attorney General's Office**

Building Permits Required For:

New Construction
New Deck
New Porch

An inspection will be required for rough-ins, electrical and plumbing. A final inspection is required upon completion of a project. A fee of \$40.00 will be charged and an additional \$20.00 if a secondary inspection is required.

Any sewer taps into the City's main must be inspected by the City before covering up. (no charge for inspection)

The City of Carbondale has adopted the following:

International Building Code of 2006
The current edition of the NEC, National Electrical Code
The current edition of Uniform Plumbing Code (UPC)



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Application for Contractor License

Fee: \$25.00 per license

Date Received: _____ License#: _____

Date Approved: _____ Amount Due: _____

Contractor/Company Information

Name: _____ Business Phone: _____

Address: _____ Cell Phone: _____

City/State/Zip: _____

Job Supervisor: _____

Copy of a City License Provided: Yes No

Copy of Liability Insurance Provided? Yes No

Copy of Certification from Attorney's Generals office (Roofing Only): Yes No

License requested for the following **(Roofing Companies must provide Certificate from Attorney General's Officer to received a permit)**

General Plumber Plumbing Contractor HVAC

General Electrician Electrical Contractors Other

General Builder Building Contractor

Sign Hanger/Panel Posters Excavator License

Tree Trimmer Demolition Contractor

1. Type of work (re-wiring, repair, new construction, roofing, siding, masonry, re-plumbing, excavating, heating, air etc)

(PLUMBERS IF WORKING ON SEWERS SEE ARTICLE 21, SECTION 26 OF THE CARBONDALE PLANNING COMMISSION REGULATION & ORD.#405B-2005, BEFORE STARTING.)

2. How long have you been in this business? _____

3. List places where work has been performed within the past two years.

Proof of Insurance: A contractor must procure and maintain a liability insurance policy in the amount of \$1,000,000 for the death or injury of any one person and \$500,000 for the death or injury of any number of persons in any one accident and \$50,000 for property damage in any one accident. Some insurance company authorized to do business in the State of Kansas shall issue such policies of insurance. A contractor may qualify as to the insurance requirements by filing a certificate with the City Clerk executed by the resident agent of such, company stating that the required policy of insurance has been issued by such company for the purpose required and that such insurer will not cancel the policy except upon giving 30 days' notice in writing to the city, and that the certificate shall be filed for an annual period beginning January 1 and ending December 31 of such year.

ATTACH- proof of insurance, copy of a City License and **Certificate from Attorney General office (Roofing companies only)**



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Inspection Request

An initial inspection fee of \$40.00 will be charged. If follow-up inspections are required due to errors in construction, an additional \$20.00 fee per inspection will be assessed.

Date Requested: _____ Inspection Number: _____

Date Approved: _____ Amount Paid: _____

Inspector: _____ Date Inspection Performed: _____

Contractor/Company Completing Work: _____
 Phone#: _____

Address of Inspection: _____

Type of inspection: _____

Recheck necessary? Yes No

Violation: _____

 _____ (continue on back side if needed)

Date of re-inspection if required: _____

Number of inspections: _____

 Signature of Inspector Date

 Received by City Clerk/Treasurer Date