



CITY PLANNING & DEVELOPMENT

Contractor Licensing and Certification Requirements
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Purpose

Performing construction-related trades work in Kansas City, Missouri requires a contractor to hold one or more contractor licenses from City Planning & Development (CPD) and one or more business licenses from Finance Department. Prerequisites for and work allowed by the 17 categories of contractor licenses were established in the interest of promoting public safety.

Except in the case of a public utility, government agency, or business with a regular maintenance staff supervised by a Missouri registered professional engineer, the following licenses are required of contractors who perform the described trades work in Kansas City, Missouri. See the Kansas City Building & Rehabilitation Code (KCBRC) Article I, Section 18-14 and Article XII.

License Categories

1. Demolition Contractor Class I - may demolish any building or structure, or any portion thereof, without limitation of height or size.
2. Demolition Contractor Class II - may demolish any building not more than three stories in height.
3. Electrical Contractor Class I - may install, alter, repair, or remove any electrical equipment.
4. Electrical Contractor Class II - may maintain and repair an existing facility on property owned by the licensee or their employer; assemble, install, wire, and connect electric lighting fixtures and extend existing circuits not more than 10 ft; connect gas-fired heating equipment to existing electrical circuits, including extending existing circuits not more than 10 ft and installing control circuits; and assemble, install, wire, and connect electric signs when such connection is limited to extension of existing circuits not more than 10 ft.
5. Electrical Contractor Class III - may install, alter, repair, or remove communication, fire alarm, burglar alarm, and remote-control equipment, as well as low-voltage power, signal, sound, recording, and similar equipment.
6. Elevator Contractor Class I - may install, alter, modernize, maintain, service, test, or repair any electric or electrohydraulic passenger elevator, freight elevator, escalator, or moving walk.
7. Elevator Contractor Class II - may install, alter, modernize, maintain, service, test, or repair any hand-powered freight elevator, electric or hand-powered dumbwaiter, manlift, private residence elevator, chairlift, workmen's hoist, material hoist, conveyor, and related equipment.
8. Elevator Contractor Class III - may install, alter, modernize, maintain, service, test, or repair personnel hoists and employee elevators on construction and demolition sites in accordance with ANSI A10.4.
9. Fire Protection Contractor Class I - may install, alter, modernize, maintain, service, repair, test, and inspect automatic sprinkler systems and standpipe systems for any and all types of occupancies, inclusive of all related underground fire lines and fire services and inclusive of, but not limited to, all appurtenances such as fire pumps; water storage tanks; fire control systems; automatic and manual water-spray and deluge systems; special extinguishing systems using carbon dioxide, foam, dry chemicals, or inert gas; and other such systems used for the control or extinguishment of fire. Backflow prevention devices are permitted to be installed, but they must be tested in accordance with City and State regulations.
10. Fire Protection Contractor Class II - may install, maintain, test, or repair only dry, wet, or combination standpipe systems and install fire hydrant lines.

11. Fire Protection Contractor Class III - may install, maintain, test, or repair only special systems using carbon dioxide, foam, dry chemicals, or inert gas for the control or extinguishment of fire.
12. Gas-Fired Appliance Contractor - may install, erect, alter, repair, service, and reset gas-fired appliances other than warm air heating units, but including water heaters not more than 100 gallons' storage capacity; and install low-voltage wiring up to 48 volts when such wiring is not enclosed in conduit or raceway.
13. Mechanical Contractor - may install, alter, service, replace, repair, or maintain heating, duct, and ventilation systems; connect a humidifier which is part of a heating system to an existing potable water supply system within a building; connect gas piping from the nearest cutoff valve to the burner of a warm air heating system; connect control wiring to an existing control box; and install, maintain, repair, service, and alter a system of mechanical refrigeration or any system in which either refrigerant piping must be installed or a refrigerant-containing part must be cut into for connection or assembly; install pipe insulation; and install low-voltage wiring up to 48 volts when such wiring is not enclosed in conduit or raceway.
14. Pipe Fitting Contractor - may install, maintain, repair, and service refrigeration equipment; low-pressure, hot-water, and steam heating systems; any system containing or connected to a boiler designed to operate under a steam pressure greater than 15 lbs. psi; any system containing or connected to an unfired pressure vessel designed to operate under a pressure greater than 15 lbs. psi; industrial or chemical piping designed operate under a pressure greater than 15 lbs. psi; pipe insulation; and low-voltage wiring up to 48 volts when such wiring is not enclosed in conduit or raceway.
15. Plumbing Contractor - may install, maintain, repair, service, and test all sanitary plumbing and potable water supply piping and appliances connected thereto; gas piping; water heaters; chemical piping; gas ranges, domestic gas incinerators, gas dryers, and other gas-fired appliances; steam heating plants not exceeding 15 lbs. psi; and hot-water heating plants not exceeding 30 lbs. psi; and installation of low-voltage wiring not exceeding 48 volts when such wiring is not enclosed in conduit or raceway.
16. Residential Building Contractor - may construct, structurally alter, or enlarge any one or two family detached dwelling or townhouse, including detached accessory buildings in excess of 400 sq ft in area thereto, as regulated by [Article III](#) of Chapter 18.
17. Sign Contractor - may install, maintain, or repair off-premise advertising (billboards or other outdoor advertising making use of rental poster panels or paint boards) and/or on-premise advertising (outdoor advertising making use of media other than rental panels or paint boards).

Licensing Prerequisites

Before a contractor may be licensed in the City of Kansas City, Missouri, certain requirements must be met. Every contractor must employ a full-time, qualified supervisor to oversee trades work. Some contractors also need insurance, cash deposits, and certified employees.

Supervisor & Employee Certification Requirements

A supervisor for a licensed company is an individual who holds a valid Kansas City, Missouri certificate of qualification in the appropriate trade. A supervisor shall be the business owner or a full-time, managerial employee and shall serve as the qualified supervisor for only one company at a time. The qualified supervisor shall be responsible for any trades work the company performs in Kansas City, Missouri. Contractors are only required to employ one formally designated, qualified supervisor for each licensed trade. However, any company may employ more than one certificate holder to perform trades work under the designated supervisor; and any individual may hold certificates in more than one trade.

To qualify for a certificate, the designated supervisor or employee must submit an application, along with appropriate completed, notarized reference letters, and a \$60 non-refundable application fee. The applicant shall also submit exam results from a recognized exam agency (e.g., PROMETRIC or ICC). In cases where the applicant may have already passed a comparable exam, there may be no need to retest; the applicant shall be responsible for obtaining an official exam comparison from the testing agency or sponsoring jurisdiction and for providing verifiable

evidence of his/her exam date, sponsor, type, and score. The provided information will be reviewed and if the exam is deemed to be equivalent or superior to the City's approved exams, it will be allowed as a substitute exam. CPD staff review the application and reference to verify that the applicant:

- Is at least 21 years old.
- Has a high school diploma or GED. (additional experience may sometimes be substituted for education)
- Has provided adequate documentation of the required skills, knowledge, and experience.

If the applicant's experience and exam fulfill standard requirements, the certificate will be issued at no further charge for the first four years. Passage of the exam alone is no guarantee of certification; all other requirements must be deemed by the department to be fully satisfied. The applicant will be notified of any known deficiencies in the application.

Quadrennially thereafter, the certificate holder will pay a \$181 renewal fee to keep the certificate active. If a certificate is not renewed within two years of expiration, it becomes inactive, and the individual must requalify for the certificate by reapplying, retaking the exam, and paying all applicable fees.

Insurance Requirements

Prior to receiving a new or renewed contractor license, all plumbing, demolition, fire protection class I and II, residential building, and sign contractors are required to provide a current insurance certificate which:

- Includes liability coverage with a minimum aggregate limit of \$1,000,000 per occurrence.
- Names the City of Kansas City, Missouri as additional insured.
- States the insurance company will notify the City of Kansas City, Missouri at least thirty days before any change in, or cancellation of, the policy, or ten days in the event of cancellation due to nonpayment of premium.

Cash Deposit Requirements

Cash deposits are to be posted with the Finance Department on the first floor of City Hall, 816-513-1135, prior to applying for a contractor license, where required. Fire Protection contractors class I and II and Plumbing contractors must put up a minimum \$500 cash deposit. A \$2,500 or \$50,000 additional restoration deposit may be required by the Public Works and Water Services departments prior to issuance of certain types of permits.

Licensing Procedures

Once a contractor has met all licensing prerequisites, the business owner/manager and the qualified supervisor must file an application and a \$60 nonrefundable application fee with the CPD Contractor Licensing Branch either in person on the 5th floor of City Hall, or on [CompassKC](#). CPD staff verify that all licensing requirements (valid State registration, current supervisor, insurance, and cash deposit) have been satisfied. When the application is approved, a \$181 issuance fee is charged for the contractor license. Quadrennially thereafter, the contractor shall pay \$181 to renew its contractor license. Continued eligibility to purchase permits and perform regulated work depends upon the contractor's maintenance of a valid license.

NOTE - The fees for the contractor license are separate from fees the designated supervisor pays for a certificate of qualification, fees the business pays for its business license(s), and permit fees the business pays for code-regulated jobs. Also, a change of company name, ownership or organization will require a new application, a \$60 application fee, and a \$181 issuance fee, as well as an appropriately amended cash deposit and a new insurance certificate. When the designated supervisor has changed, the company need only file a new application and pay the \$60 application fee, plus any renewal fees owed. Any such changes must be formally reported to CPD in writing within 10 days of their occurrence.

Other Important Information

Contactors are also required to purchase and maintain one or more up-to-date business license(s) to purchase permits and obtain inspections for any trades work regulated by the KCBRC. In addition, they must maintain a current

registration with the State of Missouri in the same name and ownership under which they are licensed and are doing business.

- Business Licenses - Finance Department, City Hall 1st Floor, 816-513-1135
- Permits - CPD Permits Division, City Hall 5th Floor, 816-513-1500, cdpermits@kcmo.org
- Inspections - CPD Inspections Division, City Hall 5th Floor, 816-513-1500, buildinginspections@kcmo.org
- Company Registration - Missouri Secretary of State's Office, State Building- 615 E 13th St KCMO, 816-889-2925