

June 5, 2017

Attention Roofing Contractors

The City of Ottawa Community Development Department issues local licenses to install and replace residential and commercial roofing. The following are the steps to secure a roofing license:

1. Demonstrate at minimum five (5) years experience in the trade of general roofing or, hold a Class A, B or C Ottawa license or hold a similar license with Johnson County Contractor Licensing.
2. Have a qualified individual for the company that can produce a valid and current driver's license.
3. General liability insurance written by an insurance company licensed and admitted with the State of Kansas. The City of Ottawa will be listed as a "Certificate Holder". The amount shall be a minimum of \$500,000.
4. Produce evidence that the roofing company has active workers compensation.
5. Produce the State of Kansas Roofing Certificate-2017.
6. If paying by credit card submit the credit card release form for the City of Ottawa.

All this information should be supplied to us at the same time. Please do not submit in fractions, our staff is in full summer work load and trying to keep pace with the normal construction season. If the roofing license application is not complete or lacks the above referenced information the application will move to the rear of the license reviews which could take additional time for you company to be able to secure a building permit to replace a roof in Ottawa.

It is our goal to assist everyone as quickly as possible so take a few moments and make sure your packet of information is complete. Please contact me if you have any questions.

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