



## CONTRACTORS LICENSE APPLICATION

### General Contractor (\$250)

- Pulls permits for building or Remodeling
- Construction Management
- Has two subcontractors or more per project

### Specialty Contractor (\$100)

- Specializes in a particular trade
- Maximum of one subcontractor per project

### License Requirements

- Complete Contractors License Application Form
- Provide Certificate of Insurance *listing the Contractors Licensing Board, PO Box 1268, Bowling Green, KY 42102 as Certificate Holder* showing proof of a minimum of \$100,000 General Liability and Workers Comp coverage (if there are no employees ask for an Affidavit of Exemption form)
- Pay the required fee by check, cash, money order or credit card. Checks or money orders should be made payable to Contractors Licensing Board.
- Please Note if working within the Bowling Green city limits, you are required to obtain a Bowling Green Occupational License. This may be obtained by contacting the Finance Department at the Bowling Green City Hall Annex or by phoning (270) 393-3000.

#### **ATTENTION**

The fees for a Bowling Green/Warren County Contractors License are **NON-REFUNDABLE**. Should you be unable to perform work as a General or Specialty Contractor in Bowling Green/Warren County as anticipated or otherwise cease doing business, you will not be entitled to a refund any portion of your license fee. In addition to the Bowling Green/Warren County Contractors License, there may be other local, state, or federal regulations governing your trade or specialty. The Contractors Licensing Board does not warrant that you are otherwise qualified to perform your trade or specialty by the issuance of a license. **Any change in ownership nullifies previous licenses and shall require a new application to be submitted.**



# Bowling Green/Warren County Contractors Licensing Board LICENSE APPLICATION FORM

P.O. Box 1268 • 1141 State Street, Suite 200 • Bowling Green, KY 42102-1268  
Phone: 270-781-3530 Fax: 270-781-3481

**GENERAL CONTRACTOR**

**SPECIALTY CONTRACTOR**

**COMPANY NAME** \_\_\_\_\_

**SOLE PROPRIETORSHIP**

**PARTNERSHIP**

**LLC**

**CORPORATION**

**OWNER/PARTNER/CORP OFFICER** \_\_\_\_\_

**OWNER/PARTNER/CORP OFFICER** \_\_\_\_\_

**OWNER/PARTNER/CORP OFFICER** \_\_\_\_\_

**OWNER/PARTNER/CORP OFFICER** \_\_\_\_\_

**MAILING ADDRESS** \_\_\_\_\_

STREET

CITY

STATE

ZIP

**STREET ADDRESS** \_\_\_\_\_

STREET

CITY

STATE

ZIP

**PHONE** \_\_\_\_\_

**SOCIAL SECURITY #** \_\_\_\_\_

**CELL** \_\_\_\_\_

**FEDERAL TAX ID #** \_\_\_\_\_

**FAX** \_\_\_\_\_

**B.G. OCCUPATIONAL #** \_\_\_\_\_

**E-MAIL** \_\_\_\_\_

**W.C. OCCUPATIONAL #** \_\_\_\_\_

**STATE LICENSE NUMBERS (IF APPLICABLE):**

**KY ELEC MASTER #** \_\_\_\_\_

**EXPIRATION DATE** \_\_\_\_\_

**KY ELEC CONTRACTOR #** \_\_\_\_\_

**EXPIRATION DATE** \_\_\_\_\_

**KY PLUMBING MASTER #** \_\_\_\_\_

**EXPIRATION DATE** \_\_\_\_\_

**KY HVAC MASTER #** \_\_\_\_\_

**EXPIRATION DATE** \_\_\_\_\_

**KY FIRE PROTECTION #** \_\_\_\_\_

**EXPIRATION DATE** \_\_\_\_\_

**A CERTIFICATE OF GENERAL LIABILITY INSURANCE LISTING THE BG/WC CONTRACTORS LICENSING BOARD AS CERTIFICATE HOLDER MUST ACCOMPANY THE COMPLETED APPLICATION. WORKERS COMPENSATION INSURANCE MUST BE LISTED ON THE CERTIFICATE COVERING ANY AND ALL EMPLOYEES.**

**CHECK ALL WHICH DESCRIBE BUSINESS**

GENERAL CONTRACTOR

SPECIALTY CONTRACTOR

- ACOUSTICAL TREATMENTS
- ASBESTOS/LEAD ABATEMENT
- AUDIO/VIDEO HOME THEATER
- AWNINGS, DOORS, & WINDOWS
- BORING/DRILLING/BLASTING
- CABLE INSTALLATION
- CABINET INSTALLATION
- CARPENTRY
- CARPET INSTALLATION
- CERAMIC TILE
- CLEANING SERVICE - NEW CONST
- COMMUNICATIONS
- CONCRETE
- CONVEYING SYSTEMS
- DEMOLITION
- DRYWALLING / PLASTERING
- DRYVIT / STUCCO
- ELECTRICIAN
- ELEVATOR INSTALLATION & MTNCE
- ENVIRONMENTAL CONTRACTOR
- EQUIPMENT INSTALLATION
- EXCAVATION
- FENCING
- FIRE PROTECTION
- FLOORING
- FRAMING
- GLASS & GLAZING
- GUTTER INSTALLATION

- HANDYMAN
- HVAC
- INSULATION
- LANDSCAPING
- MASONRY
- MECHANICAL PIPING
- MOBILE HOME INSTALLATION
- PAINTER
- PAVING AND SURFACING
- PLUMBING
- POOL CONTRACTOR
- PRESSURE WASHING
- REFRIGERATION
- RESTORATION CONTRACTOR
- ROOFING
- SEALING & STRIPING
- SECURITY SYSTEM INSTALLATION
- SEPTIC SYSTEM INSTALLATION
- SHEET METAL / METAL FABRICATORS
- SIDING
- SIGNS
- STEEL ERECTION
- THERMAL AND MOISTURE PROTECTION
- UTILITY CONTRACTORS
- WALL COVERINGS
- WASTE WATER DISPOSAL & TREATMENT
- WATERPROOFING
- OTHER \_\_\_\_\_

**The undersigned does hereby certify the accuracy of the submitted information.**

Signature: X \_\_\_\_\_ Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTICE**

No person shall undertake any work as a general contractor or as a specialty contractor without first obtaining a license from the Contractor's Licensing Board. The Board is also authorized to bring necessary legal action, including cease and desist orders, against unlicensed contractors in order to protect the public health, safety and welfare. BG 6-15.09.

In addition to any other penalties provided in this Ordinance, any person found violating this Ordinance may be fined in an amount not to exceed five hundred dollars (\$500.00). In addition, no contract for the performance of any act for which a license is required by this Ordinance shall be enforceable by the general contractor or specialty contractor unless the contractor was properly licensed at the time the work was performed. BG 6-15.10. *ALL LICENSE FEES ARE NON-REFUNDABLE.*

LICENSE NUMBER: \_\_\_\_\_ VALID FROM \_\_\_\_\_ TO \_\_\_\_\_

APPROVED: \_\_\_\_\_ FEE COLLECTED: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_ CHECK NO.: \_\_\_\_\_

