



Contractor Licensing Informational Packet City of Sheridan

PUBLISHED OCTOBER 2023

This packet provides information regarding contractor licensing within the City of Sheridan, WY including frequently asked questions, requirements, and the types of licenses offered.

**City of Sheridan Building Division
55 Grinnell Plaza
Sheridan, WY 828201
(307) 674-5941**

TABLE OF CONTENTS

- General Information.....2
 - Definitions.....2
 - License Applications.....3
 - The Licensing Process.....3
 - License Renewals.....3

- Frequently Asked Questions.....4

- Using our Standard Forms.....6
 - Journeyman Trade Experience Verification Forms.....6
 - Project Verification Forms.....7

- License Breakdowns.....8
 - General Contractors (Type I).....8
 - Subcontractor (Type II).....8
 - Subcontractor (Type III).....10
 - Subcontractor (Type IV).....11
 - Subcontractor (Type V).....12
 - Journeyman.....13
 - Master.....14

Note: The purpose of this document is to provide information regarding contractor licensing in the City of Sheridan. Use the information to familiarize yourself with the requirements and process. You are responsible for meeting all requirements and completing any licensing process relevant to the license for which you wish to apply. Failure to read this document or meet requirements does not release your responsibility.

GENERAL INFORMATION

*No person shall engage in the business of contracting or subcontracting in the City on work covered by the provisions of Chapter 7 of Sheridan Municipal Code unless such person is a duly licensed contractor.

*No person shall be eligible to obtain a Building, Plumbing, or HVAC Contractor license in the City of Sheridan without first meeting the requirements for a Journeyman in that trade.

DEFINITIONS

“Contractor” Any person, who works for a fixed or negotiable price, undertakes to procure the performance of work, or the furnishing of goods, materials, and labor for any other person, state or municipality, or one, who in pursuit of independent business, undertakes to perform a job or piece of work, retaining in himself control of the means, method, and manner or accomplishing the desired result.

“Subcontractor” Any person who, for a fixed or negotiated price, undertakes to procure the performance of work, or the furnishing of goods, materials, and labor for any other person, state or municipality, or one, who, in pursuit of independent business, undertakes to perform a job or piece of work, retaining in himself control of the means, method, and manner of accomplishing the desired result.

“Journeyman” Any person performing carpentry, plumbing, HVAC, electrical (including low-voltage and fire alarm), and fire sprinkler services for or on behalf of any person, who holds a journeyman license for that trade and works under the direct supervision of a contractor licensed in said trade.

“Apprentice” Any person who labors at the trade as an employee under the direct supervision and in the presence of a master or journeyman of said trade.

“Laborer” A person assisting in non-trade related duties/tasks.

“Master of Record” A person skilled in the planning, superintending, and practical installation of said trade, and who is licensed and familiar with the laws, rules, and regulations governing the same.

LICENSE APPLICATIONS

The City of Sheridan uses an **online portal** for contractor licensing and permitting. To apply for a license, follow the steps below:

- Go to www.sheridanwy.gov > Building > Permits & Contractor Licensing
 - ◆ This takes you to OpenGov, the City’s online licensing portal.
- At the top right of the page, select **“Sign Up”** then **“Sign up using Secure Portal”**
 - ◆ This will prompt you to enter a valid email address and create a password.
- Once a login has been created, select **“My Account”** then **“Profile”**
 - ◆ Edit your profile to make sure your personal information is filled out.
- Click the City logo at the top left to get back to the home page.
- Select: Building Department > Contractor License > Apply Online
- Follow the application steps, attach required documents.
- Submit your application for review.

THE LICENSING PROCESS

Once you have completed the requirements for your chosen license and submitted your application, the Building Division will review your application for completeness and qualifications. Upon approval, you will receive an email from the portal system that the license fee is due. You can pay several ways:

- Through the portal system
- In person at City Hall with cash, check, or card
- By mailed-in check to:

City of Sheridan Attn: Building Division
55 Grinnell Plaza
Sheridan, WY 82801



Your license will be issued immediately upon receipt of payment and you may begin work within the City of Sheridan.

LICENSE RENEWALS

All licenses shall be renewed each year, 12 months after the date of license issuance. Any licensee, who shall fail to renew their license and pay the annual license fee of two hundred dollars (\$200.00) for contractor or fifty (\$50.00) for Master and Journeyman, and submit proof of required current documentation to the Building Division within thirty (30) days of their renewal date, will be deemed delinquent. A licensee found delinquent shall cease activities until payment of the one hundred dollar (\$100.00) delinquent fee and completion of license renewal. A licensee who remains delinquent for a period of one (1) year shall stand for re-application including fees and examination as applicable prior to resuming activities covered by Chapter 7 of the Municipal Code.

FREQUENTLY ASKED QUESTIONS

★HOW MUCH DOES IT COST TO GET A LICENSE?

→A: All standard licenses with the City of Sheridan cost \$200.00 to obtain and \$200.00 annually to renew. Journeyman and Master licenses cost \$50.00 to obtain and \$50.00 annually to renew.

★DO I NEED A LICENSE IF I AM ONLY DOING ONE JOB?

→A: Yes, anyone looking to perform work covered by the provisions covered in Chapter 7 of the City of Sheridan Municipal Code for which a license is required must first obtain licensing with the City Building Division.

★DOES THE CITY OF SHERIDAN RECIPROCATATE LICENSES WITH OTHER CITIES OR STATES?

→A: The City of Sheridan does not accept licensing from other cities, towns, counties, or states as a means to obtain licensing locally. Any organization or individual wishing to obtain licensing must comply with the requirements set forth by the City of Sheridan.

★CAN A PLUMBING OR MECHANICAL/HVAC COMPANY PERFORM WORK WITH ONLY A MASTER LICENSE?

→A: No, All Plumbing and Mechanical/HVAC contractors or businesses must hold both a Contractor License and Master of Record for their respective trade. One person can qualify for both licenses, or a business can choose to employ a qualified and licensed contractor and another employed individual qualified and licensed as the Master of Record.

★CAN I LET SOMEONE ELSE USE MY LICENSE?

→A: No, per Chapter 7, Section 18 of Sheridan Municipal Code:
“No person who has obtained a license under the provisions of this chapter shall allow his or her name to be used by another person either for the purpose of obtaining permits, or for doing business or work under the license.”

★CAN A SUBCONTRACTOR WORK WITHOUT A LICENSE UNDER A GENERAL CONTRACTOR?

→A: No, all subcontractors must be duly licensed in their own trade. The only exception to this rule would be in the case that the subcontractor and General Contractor are able to show proof to the City Building Division that the subcontractor is a legal employee of the General Contractor, or if the specific trade does not require licensing in the City of Sheridan.

★WHAT IS A LICENSE AND PERMIT BOND?

→A: A license and permit bond is often required by a municipality or other public body as a condition to granting a license or permit to engage in a specified activity. It guarantees that the party seeking licensing (obligor) will comply with the applicable laws and regulations set forth by the municipality (obligee).

★DO I HAVE TO CARRY MORE THAN ONE LICENSE IF I WANT TO PRACTICE MORE THAN ONE TRADE?

→A: Possibly. Depending on the trades you wish to perform, multiple licenses may be necessary. If you qualify for a license in the General Contractor category, you have the ability to perform multiple specialties generally covered by Type III and Type IV licenses. If not, you may need to carry additional licenses. For example: If your business specializes in Roofing, Siding, and Glazing, you would need to carry 2 licenses. One as a Roofing Contractor, and one as a Siding/Glazing Contractor.

★DO I HAVE TO HAVE BOND AND INSURANCE FOR EACH LICENSE IF I HAVE MORE THAN ONE?

→A: Yes. Each license is required to have its own \$1,000,000 liability coverage and license and permit bond. The exception would be for Master or Journeyman licenses which do not require bond or insurance coverage.

★WHAT DO I DO IF THE LICENSED PERSON IN MY COMPANY LEAVES?

→A: Any business whose Master of Record or qualified Licensed Contractor leaves the company must notify the City of Sheridan immediately. You will be given thirty (30) days to either hire or obtain licensing for a qualified employee to ensure that your business stays in compliance with the City of Sheridan's licensing requirements.

★CAN I UPGRADE OR CHANGE MY LICENSE LATER IF MY EXPERIENCE CHANGES?

→A: Yes, there is always the opportunity to change the type of license you carry if you become qualified for a different license. For example, licensed journeymen may upgrade to contractor licenses in their trade once they have gained the appropriate experience.

★DOES MY CITY OF SHERIDAN LICENSE WORK IN SHERIDAN COUNTY?

→A: No. The City of Sheridan and Sheridan County are separate entities and therefore have different requirements for licensing and permitting. Licenses in the City do not give you authority in the county or vice versa. Your City of Sheridan license is good only for work performed within City of Sheridan limits. Please see Sheridan County for their requirements on licensing.

USING OUR STANDARD FORMS

The City of Sheridan uses several standard forms for experience and project verification to meet the requirements for each license. The information below will give you helpful tips on how to utilize these forms and complete them correctly to ensure timely processing of your license application. The information provided does not need to be local or within any specific time frame.

JOURNEYMAN TRADE EXPERIENCE VERIFICATION FORMS

For Journeyman License Applicants

- The purpose of the trade experience verification form is to provide a method by which a person applying for a **Journeyman License** with the City of Sheridan may verify their skill level, trade experience, and minimum of four (4) years in their respective trade.
- These forms are not intended to *replace* the Journeyman level testing for actual licensing, but to be used *in conjunction with* testing to verify experience and knowledge.
- Only one form may be used per employer, so if an applicant has had several employers over the four (4) year requirement, the applicant must submit a separate form for each employer.
- The form(s) is to be filled out by your current *or* former employer(s), verifying your skill levels for the time you were employed by them. The form gives precise directions for them to fill it out correctly.
- The City of Sheridan will only accept forms that are filled out completely and accurately and notarized as specified.

For Contractor License Applicants

- The purpose of the trade experience verification form for those applying for a **Contractor License** is to provide a method of verification that the applicant has a minimum of four (4) years of experience at at least a journeyman **skill level** in their respective trade. In most cases, a person applying for a Contractor License with the City has not previously been licensed in the City as a Journeyman. We use this form to verify that you have completed the required four (4) years of journeyman **level** experience in your trade prior to licensing with us as a Contractor.
- The form(s) is to be filled out by your current *or* former employer(s) verifying your skill level (journeyman level minimum) for the time you were employed by them. The form gives precise directions for them to fill it out correctly.
- Only one (1) form may be used per employer. If the person applying for a Contractor License was employed by multiple employers during the time they are requesting verification for, the applicant must submit a separate form for each employer.
- The City of Sheridan will only accept forms that are filled out completely and accurately and notarized as specified.

PROJECT VERIFICATION FORMS

The City of Sheridan uses the Project Verification Form to confirm that an applicant meets the minimum required practical experience in the trade for which they are applying. These forms are used to verify either two (2) or four (4) years of practical project experience, depending on the requirements of the license you are applying for.

- Only one (1) form may be used per verifier. If you have multiple individuals or organizations verifying your experience, they will each need to fill out their own form.
- The form(s) must be completed by someone with **direct knowledge** of your previous project experience. This could be a customer, employer, supervisor, inspector, Building Official, etc.
- Forms completed by the applicant or someone without **direct knowledge** of the work performed by the applicant will not be accepted.
- The project information listed on the form should be historical, meaning that you performed it prior to this current license application.
- Please make sure your form(s) reflect a timeline equal to or greater than the requirement specified for your chosen license. **See “Qualification Requirements” under the license you have chosen to determine your project verification timeline requirement.* If your form(s) total less than the minimum requirement specified, your application will be sent back with a request for additional information.
- The experience is not required to be local. The information just needs to be clear, accurate and verifiable by the Building Division.
- The experience is not required to be recent or consecutive. It is acceptable to have experience from previous years and/or spread out throughout several years. As long as the minimum total years of project experience is met and can be clearly described, it is acceptable.
- It is not required to list every project you performed work on for the time period **in some cases**. For example: a Roofing Contractor who performs many jobs in a short period. For cases like this, listing a fair number of projects and associated addresses that took place within the specified timeframe is sufficient if they are all being verified by the same person or entity.
- The City of Sheridan will only accept forms that are filled out completely and accurately and notarized as specified.

GENERAL CONTRACTORS (TYPE I)

Commercial Contractor		\$200 License
License Allowances	License Notes	Qualification Requirements
<ul style="list-style-type: none"> Construct, alter, remodel, repair any commercial, residential, or other building within the City of Sheridan Excavation work 	A Commercial Contractor shall not be limited to any building type.	<ul style="list-style-type: none"> 2018 G11(A) or G12(B) ICC Exam 4 Yr Journeyman Carpenter (Form JC) 2 Yr Project Verification (Form A) \$1,000,000 Liability Insurance Certificate \$25,000 License and Permit Bond

Residential Contractor		\$200 License
License Allowances	License Notes	Qualification Requirements
<ul style="list-style-type: none"> Construct, alter, remodel, repair residential buildings within the City of Sheridan Excavation work 	A Residential Contractor shall be limited to construction of no more than 3 unit dwellings.	<ul style="list-style-type: none"> 2018 G13(C) ICC Exam 4 Yr Journeyman Carpenter (Form JC) 2 Yr Project Verification (Form A) \$1,000,000 Liability Insurance Certificate \$25,000 License and Permit Bond

SUBCONTRACTORS (TYPE II)

Plumbing Contractor**		\$200 License
License Allowances	License Notes	Qualification Requirements
<ul style="list-style-type: none"> Installation of any plumbing work on commercial, residential, or other building type Water and sewer installation to City Services 	Plumbing companies are required to carry a Master of Record in addition to a Contractor License.	<ul style="list-style-type: none"> 2018 G27 ICC exam 4 Yr Journeyman Plumber (Form JP) 2 Yr Project Verification (Form A) \$1,000,000 Liability Insurance Certificate \$10,000 License and Permit Bond

HVAC/Mechanical Contractor**		\$200 License
License Allowances	License Notes	Qualification Requirements
<ul style="list-style-type: none"> Installation of any HVAC/mechanical work on commercial, residential, or other building type 	HVAC/Mech companies are required to carry a Master of Record in addition to a Contractor License.	<ul style="list-style-type: none"> 2018 W29 ICC exam 4 Yr Journeyman Mechanical (Form JM) 2 Yr Project Verification (Form A) \$1,000,000 Liability Insurance Certificate \$10,000 License and Permit Bond

Fire Sprinkler Contractor**		\$200 License
License Allowances	License Notes	Qualification Requirements
<ul style="list-style-type: none"> Installation of any fire sprinkler work on commercial, residential, or other building type 		<ul style="list-style-type: none"> 2018 G35 Class DF ICC exam 4 Yr Journeyman Fire Sprinkler (Form JFS) 2 Yr Project Verification (Form A) \$1,000,000 Liability Insurance Certificate \$10,000 License and Permit Bond

Electrical Contractor**		\$200 License
License Allowances	License Notes	Qualification Requirements
<ul style="list-style-type: none"> Installation of any electrical work on commercial, residential, or other building type 	Electrical Licensing is managed by the State of Wyoming.	<ul style="list-style-type: none"> Proof of current State of WY Electrical Contractor License Proof of current State of WY Technician of Record or WY Master Electrician License \$1,000,000 Liability Insurance Certificate \$10,000 License and Permit Bond

Low-Voltage Electrical Contractor**		\$200 License
License Allowances	License Notes	Qualification Requirements
<ul style="list-style-type: none"> • Installation of any low-voltage electrical work on commercial, residential, or other building type 	Electrical Licensing is managed by the State of Wyoming.	<ul style="list-style-type: none"> • Proof of current State of WY Electrical Contractor License • Proof of current State of WY Technician of Record or WY Master Electrician License • \$1,000,000 Liability Insurance Certificate • \$10,000 License and Permit Bond

Limited Electrical Contractor (including Fire Alarm)**		\$200 License
License Allowances	License Notes	Qualification Requirements
<ul style="list-style-type: none"> • Installation of any limited electrical or fire alarm work on commercial, residential, or other building type 	Electrical Licensing is managed by the State of Wyoming.	<ul style="list-style-type: none"> • Proof of current State of WY Electrical Contractor License • Proof of current State of WY Technician of Record or WY Master Electrician License • \$1,000,000 Liability Insurance Certificate • \$10,000 License and Permit Bond

SUBCONTRACTORS (TYPE III)

Structural Concrete Contractor		\$200 License
License Allowances	License Notes	Qualification Requirements
<ul style="list-style-type: none"> • Installation of any structural concrete work on commercial, residential, or other building type 	Concrete flatwork (non-structural) does not require licensing or permits.	<ul style="list-style-type: none"> • 4 Yr Project Verification (Form B) • \$1,000,000 Liability Insurance Certificate • \$10,000 License and Permit Bond

Roofing Contractor		\$200 License
License Allowances	License Notes	Qualification Requirements
<ul style="list-style-type: none"> • Installation of any new, repair, or replacement roofing on commercial, residential, or other building type 		<ul style="list-style-type: none"> • 4 Yr Project Verification (Form B) • \$1,000,000 Liability Insurance Certificate • \$10,000 License and Permit Bond

Masonry Contractor		\$200 License
License Allowances	License Notes	Qualification Requirements
<ul style="list-style-type: none"> • Installation of any masonry work on commercial, residential, or other building type 		<ul style="list-style-type: none"> • 4 Yr Project Verification (Form B) • \$1,000,000 Liability Insurance Certificate • \$10,000 License and Permit Bond

Drywall Contractor		\$200 License
License Allowances	License Notes	Qualification Requirements
<ul style="list-style-type: none"> • Installation of any drywall work on commercial, residential, or other building type 		<ul style="list-style-type: none"> • 4 Yr Project Verification (Form B) • \$1,000,000 Liability Insurance Certificate • \$10,000 License and Permit Bond

SUBCONTRACTOR (TYPE IV)

Siding/Glazing Contractor		\$200 License
License Allowances	License Notes	Qualification Requirements
<ul style="list-style-type: none"> • Installation of any siding or glazing work on commercial, or residential 		<ul style="list-style-type: none"> • 2 Yr Project Verification (Form A) • \$1,000,000 Liability Insurance Certificate • \$10,000 License and Permit Bond

Plaster/Acoustic Contractor		\$200 License
License Allowances	License Notes	Qualification Requirements
<ul style="list-style-type: none"> • Installation of any plaster or acoustic work on commercial, or residential 		<ul style="list-style-type: none"> • 2 Yr Project Verification (Form A) • \$1,000,000 Liability Insurance Certificate • \$10,000 License and Permit Bond

Sign or Solar Contractor**		\$200 License
License Allowances	License Notes	Qualification Requirements
<ul style="list-style-type: none"> • Installation of any signs OR any solar work on commercial, or residential 		<ul style="list-style-type: none"> • 2 Yr Project Verification (Form A) • \$1,000,000 Liability Insurance Certificate • \$10,000 License and Permit Bond

SUBCONTRACTOR (TYPE V)

Excavation Contractor*		\$200 License
License Allowances	License Notes	Qualification Requirements
<ul style="list-style-type: none"> • Dirtwork, grading, and excavation on any commercial or residential project 		<ul style="list-style-type: none"> • 2 Yr Project Verification (Form A) • In-house Excavator Exam* • \$1,000,000 Liability Insurance Certificate • \$10,000 License and Permit Bond

Utility Contractor*		\$200 License
License Allowances	License Notes	Qualification Requirements
<ul style="list-style-type: none"> • Dirtwork, grading, excavation, and water and sewer installation to City Services 		<ul style="list-style-type: none"> • 2 Yr Project Verification (Form A) • In-house Utility Exam* • \$1,000,000 Liability Insurance Certificate • \$10,000 License and Permit Bond

JOURNEYMAN LICENSES

Journeyman Carpenter		\$50 License
License Allowances	License Notes	Qualification Requirements
<ul style="list-style-type: none"> Work on job site independently, act as job foreman 	<ul style="list-style-type: none"> One licensed contractor and/or Journeyman must be on each job site 	<ul style="list-style-type: none"> 4 Yr Journeyman Carpenter (Form JC) or proof of completion of an approved 4 Yr apprenticeship program In-house Journeyman Carpenter Exam*

Journeyman Plumber		\$50 License
License Allowances	License Notes	Qualification Requirements
<ul style="list-style-type: none"> Work on job site independently, act as job foreman 	<ul style="list-style-type: none"> Ratio of 1 licensed contractor and/or Journeyman per every 3 apprentice on job site 	<ul style="list-style-type: none"> 4 Yr Journeyman Plumber (Form JP) or proof of completion of an approved 4 Yr apprenticeship program 2018 G28 Journeyman Plumber with Gas ICC Exam

Journeyman Mechanical/HVAC		\$50 License
License Allowances	License Notes	Qualification Requirements
<ul style="list-style-type: none"> Work on job site independently, act as job foreman 	<ul style="list-style-type: none"> Ratio of 1 licensed contractor and/or Journeyman per every 3 apprentice on job site 	<ul style="list-style-type: none"> 4 Yr Journeyman Mechanical (Form JM) or proof of completion of an approved 4 Yr apprenticeship program 2018 G31 Journeyman Mechanical ICC Exam

Journeyman Fire Sprinkler		\$50 License
License Allowances	License Notes	Qualification Requirements
<ul style="list-style-type: none"> • Work on job site independently, act as job foreman 	<ul style="list-style-type: none"> • Ratio of 1 licensed contractor and/or Journeyman per every 3 apprentice on job site 	<ul style="list-style-type: none"> • 4 Yr Journeyman Mechanical (Form JFS) or proof of completion of an approved 4 Yr apprenticeship program

MASTER LICENSES

Mechanical Master		\$50 License
License Allowances	License Notes	Qualification Requirements
<ul style="list-style-type: none"> • Act as Master of Record for a Mechanical/HVAC Company or an organization 	<ul style="list-style-type: none"> • Master and Contractor do not have to be same person for a company 	<ul style="list-style-type: none"> • Proof that you meet the requirements of a Mechanical Contractor • 2018 G29 Master Mechanical ICC Exam

Master Plumber		\$50 License
License Allowances	License Notes	Qualification Requirements
<ul style="list-style-type: none"> • Act as Master of Record for a Plumbing Company or an organization 	<ul style="list-style-type: none"> • Master and Contractor do not have to be same person for a company 	<ul style="list-style-type: none"> • Proof that you meet the requirements of a Plumbing Contractor • 2018 G27 Master Plumber with Gas ICC Exam

***In-house exams will add an additional cost to your initial License fee. This is a one-time fee and will not appear on any license renewals thereafter.**

***For in-house exam details and scheduling please see a member of Building Division Staff.**

**** Additional license requirements may be required by the State of Wyoming if you are wiring electrical components. Please review their website at: <https://wsfm.wyo.gov/electrical-safety/licensing>**