

**CITY OF NEWTON, KANSAS**  
**201 East 6<sup>th</sup> / PO Box 426**  
**Newton, KS 67114**  
**Phone: 316-284-6020**  
**Fax: 316-284-6095**

**REQUIREMENTS FOR BUILDING CONTRACTORS CITY LICENSE**

- Application for General Contractors License
  - **Class A, B, C or D**
- Copy of ICBO/ICC Certificate or Block / Exuperior / Prometric Certificate
  - We do not accept other City/County Licenses, only a copy of the actual ICBO/ICC, Block / Exuperior / Prometric Certificate
  - Or if not available, may take local city exam
- Certificate of Insurance showing:
  - \$500,000 comp. General Liability & Workmans Comp for **Class A and Class B** licenses
  - \$300,000 comp. General Liability & Workmans Comp for **Class C and Class D** licenses.  
(Note: **Class D** licenses strictly for working on own property may maintain a \$5,000 Bond)

The City of Newton needs to be shown as the Insurance Certificate Holder. If Workmans Comp is not needed, a waiver must be completed, signed and notarized. Notaries are available at the City.

- License Fees:
  - Class "A" - \$200.00/year
  - Class "B" - \$150.00/year
  - Class "C" - \$125.00/year
  - Class "D" - \$125.00/year

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- Application for Contractors License
    - Electrical /Mechanical / Plumbing / Gas Fitter
  - Copy of Master Block / Exuperior / Prometric / ICC Certificate
    - We do not accept other City/County Licenses, only a copy of the actual Block / Exuperior / Prometric / ICC Certificate
  - Copy of 12 hours of Continuing Education Unit Certificates (for both Master and Journeyman licenses within the last 2 year). We do not accept the CEU log unless it shows certified stamp or embossed seal.
  - Certificate of Insurance showing a minimum of \$500,000 General Liability and Workman's Comp coverage as well as the City of Newton being shown as the Certificate Holder. If Workman's Comp is not needed, a waiver must be complete, signed and notarized. (Please advise if a waiver is needed).
  - License fee: \$150.00/year
  - Master License Fee: \$40.00/year
  - Journeyman License Fee: \$20.00/year

Applications with all supporting documentation may be emailed to [contractor@newtonkansas.com](mailto:contractor@newtonkansas.com)