

# NATRONA COUNTY CONTRACTOR LICENSING

## RULES AND REGULATIONS

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## **NATRONA COUNTY CONTRACTOR LICENSING**

### **RULES AND REGULATIONS**

Section 1. Short Title. These Rules and Regulations adopted by this resolution shall be known as the “Natrona County Contractor Licensing Rules.”

Section 2. Purpose. The purpose of these rules is to regulate and control the issuance of contractor license in the unincorporated area of Natrona County, Wyoming; to provide for various classifications of contractors; to set fees; and to require adherence to the various codes and rules of the County and the State in relation to building construction and alteration.

Section 3. Definitions. For the purposes of this chapter, the following words and phrases shall have the meanings respectively ascribed to them by this section:

A. “Administrative authority” means the county building inspector or his authorized representative.

B. “Affidavit” means a properly notarized written statement from former employers, governmental entities, or firm representatives which will corroborate the number of years claimed to have been worked at the trade. This statement must describe the work performed and be written on the firm stationery or on an affidavit furnished by the administrative authority.

C. “Board” means the Board of County Commissioners of Natrona County, Wyoming.

D. “Boiler operator, high pressure” means a person entrusted with the operation, care and management of steam boilers not in excess of two hundred fifty psi or water boilers not in excess of three hundred seventy-five psi.

E. “Boiler operator, low pressure” means a person entrusted with the operation, care and management of steam boilers not in excess of fifteen psi gauge pressure or water boilers not in excess of fifty psi.

F. “Building contractor” means a person who builds, constructs, alters, repairs, adds to or demolishes a building or structure for a fixed sum, price, fee, percentage or other compensation, and for which a permit is required.

G. “Commercial building” means a structure intended to be used for the barter of goods, office facilities, warehousing or other commercial purpose, as opposed to a residence, which shall mean a structure intended to be used for human habitation.

H. “Demolition contractor” means a person who demolishes or removes a building or structure for a fixed sum, price, fee, percentage or other compensation and for which a permit is required.

I. “Department” means the county building inspection department.

J. “Electrical contractor” means any person who contracts or offers to contract for another the planning, laying out, supervising and installing, or the making of additions, alterations and repairs in the installation or wiring of apparatus and equipment for electric light, heat and power. Such contractor shall hold a current Wyoming state electrical contractor’s license and be, or employ, a master electrician.

K. “Electrical contractor, limited” means a person engaged in the installation of sound systems, burglar alarms, fire alarm systems and other low voltage systems of under ninety volts.

L. “Electrical wiring” means the fixed installation of electrical wires, appliances, fixtures or utilization equipment, used or to be used or to be maintained, on or in any building or property for electric heat, light, power, electric signs, smoke detectors, electric generation plants, electric heaters, fire alarms, burglar alarms, electric bells, electric signal and communication systems, telegraph messenger and call systems, lighting fixtures or electrical utilization equipment of any kind or description, and is not intended to include portable appliances, portable fixtures or utilization equipment capable of being readily removed except portable signs, where established practices or the condition of use make it necessary or convenient for it to be detached from its source of current by means of flexible cord and attachment plug.

M. “Electrician, apprentice” means a person being taught and laboring at the electrical trade as an employee under the supervision and in the presence of a master or journeyman electrician.

N. “Electrician, journeyman” means a person having at least four years experience in the electrical wiring industry with technical knowledge to wire, supervise, install and repair electrical apparatus and equipment for light, heat, power and other purposes, in accordance with the National Electrical Code, the county electrical resolution and holding a current state journeyman’s license.

O. “Electrician, master” means a person having at least eight years practical experience in the electrical wiring industry with technical knowledge to properly plan, lay out and supervise the physical installation and repair of wiring apparatus and equipment for electrical light, heat, power and other purposes in accordance with the National Electrical Code, the COUNTY ELECTRICAL RESOLUTION, and holding a current Wyoming state master electrician’s license.

P. "Full-time employee" means a person who is employed in an active full-time capacity as his principal employment. A qualifying person shall represent no more than one firm or corporation, and must be available during regular business hours.

Q. "Gasfitter" means a person who labors at the trade of installing gas piping as an employee of a plumbing contractor or gas utility.

R. "Gas utility contractor" means a gas utility company may conduct, carry on, or engage in the business of installation of appliances, except for water heaters and boilers, as defined by the Uniform Mechanical Code, latest edition, and must have a licensed gas utility installer as a full-time employee.

S. "Gas utility installer" means a person who is employed in the trade of installation of gas appliances, except for water heaters and boilers, as defined by the Uniform Mechanical Code, latest edition.

T. "License" means the authority granted by the county to a person to whom it is issued authorizing said person to perform certain work as provided in this chapter.

U. "Mechanical apprentice" means a person who labors at the trade of heating, air conditioning, refrigeration ventilation and associated sheet metal as an employee under the supervision and in the presence and instruction of a master or journeyman.

V. "Mechanical contractor" means a person who may conduct, carry on or engage in the business of heating, air conditioning, ventilation, refrigeration and associated sheet metal work, as identified by the Uniform Mechanical Code, latest edition, and must have a licensed master mechanical as a full-time employee.

W. "Mechanical journeyman" means a person who labors at the trade of heating, air conditioning, refrigeration ventilation and associated sheet metal as an employee of a licensed mechanical contractor.

X. "Mechanical master" means a person skilled in the planning, superintending and practical installation of heating, air conditioning, refrigeration ventilation and associated sheet metal.

Y. "Manufactured home contractor" means a person who may conduct, carry on or engage in the business of connecting, blocking, leveling, skirting and foundation requirements necessary to place a HUD manufactured home or modular home.

Z. "Manufactured home installer" means a person who labors at the trade of connecting gas, waste and/or water in a HUD manufactured home or modular home as an employee of a manufactured home contractor.

AA. "Permit" means the written authority given by the county to build, construct, alter, repair, move, improve, remove, convert or demolish any building or structure or appurtenances thereto in the county as required by county resolution.

BB. "Person" means an individual, firm, partnership, corporation, company or association.

CC. "Plumber, apprentice" means a person who labors at the trade of plumbing as an employee under the supervision and in the presence of a master plumber or journeyman plumber.

DD. "Plumber, journeyman" means a person who labors at the trade of plumbing as an employee of a licensed plumbing contractor.

EE. "Plumber, master" means a person skilled in the planning, superintending and practical installation of plumbing, and who is familiar with the laws, rules and regulations governing the same.

FF. "Plumbing contractor" means a person may conduct, carry on or engage in the business of plumbing, together with steam or hot water boiler installations, and must have a master plumber in his full-time employment.

GG. "Qualified person" means an individual person who qualifies, as provided in this chapter, for a license on behalf of a partnership, corporation or association.

HH. "Sewer cleaning contractor" means a person who may conduct, carry on or engage in the business of cleaning sewer lines, drain lines, sludge pits or sand traps.

II. "Utility contractor" means a person who may engage in the business of installing and repairing of water and sewer lines and the installation and repair of septic systems, and must have a licensed utility installer in his full-time employment.

JJ. "Utility installer" means a person who labors at the trade of installing and repairing of water and sewer lines and septic systems from the building out, and is an employee of a licensed utility contractor.

KK. "Water conditioning contractor" means a person who may conduct, carry on or engage in the business of installation and repair of water piping as a part of a water treatment system.

#### Section 4. License Required.

A. No person shall perform work as a contractor or be issued a permit to do work in the county for which a permit is required, who has not met the qualifications for licensing and is found to be competent by examination to perform the duties of the trade for which he has applied, and received a license so to act.

B. A license issued to a partnership, corporation or association shall state the name, address and phone number of the qualified person upon whose competency it is issued, and the name and address of the partnership, corporation or association to whom it is issued.

#### Section 5. Exceptions to Licensing.

A. The provisions of this chapter shall not apply to:

1. Steam heating boilers operated at not over fifteen pounds per square inch gauge pressure in private residences or apartments of six or less families or to hot water heating or supply boilers operated at not over fifty pounds per square inch gauge pressure and temperatures not over two hundred fifty degrees Fahrenheit when in private residences or apartments of six or less families;

2. A person who constructs, alters or repairs his own residence for his personal use, and not for resale, without the aid of a building contractor may secure a permit without the necessity of being registered. A person who alters or repairs his own commercial building, without the aid of a building contractor, may secure a permit without the necessity of being registered; provided, however, that such alterations or repairs shall not exceed twenty-five percent of the building value, as determined by the administrative authority. In making such determination, the administrative authority shall consider and use appropriate guidelines published by national building trade organizations and comparative building values in the immediate area of the building for which a permit is sought;

3. An owner of a residence and its accessory buildings, who makes ordinary repairs which can be considered as routine maintenance of his residence and accessory buildings, and which do not involve the structural soundness of the building, shall not be considered to be a building contractor.

4. Any person who constructs, repairs or alters more than one building or structure in any one-year period and for which a permit is required, shall be required to become a registered building contractor as provided herein, except for owner-occupied single-family residence;

5. Work performed by any person for which a plumbing permit is required and is within the exception set forth in Section 26(A)1408 of the Uniform Plumbing Code as adopted by county resolution;

6. Buildings constructed by a school or community college district as part of an industrial arts curriculum under the direct supervision of a qualified industrial arts instructor, provided, however, that the school or community college district shall have the installations inspected as required by law;

7. Licensed electrical contractors employing master or journeyman electricians, or apprentice electricians supervised by a master or journeyman electrician shall install all electrical equipment. This requirement is waived for:

- a. Installation by person or persons on their own residential property if the property is not for immediate resale,
- b. Oilfield operations, railroads, petroleum, refineries, mines and their appurtenant facilities,
- c. Liquefied petroleum, gas, electric or communication facilities exercising their function as public utilities,
- d. Cable TV, AM or FM radio stations, television stations and related services,
- e. The above exceptions shall not apply to any person who contracts or subcontracts to or for any exempt person.

#### Section 6. License Classifications.

A. There shall be the following class of licenses, and the holder of each license shall be authorized to do the following:

1. Building Contractor, Class I. To contract for the construction, alteration or repair of any type or size of structure permitted by the county building codes;
2. Building Contractor, Class II. To contract for the construction, alteration or repair of residences up to and including an eight-unit residential building and to make alterations to a commercial structure not to exceed twenty-five percent of the assessed building value;
3. Building Contractor, Class III. To contract for the repairing, remodeling or altering of a single-family residence or structure in an amount not to exceed twenty-five percent of the assessed value of the structure when such repair, remodel or alteration requires a permit as provided by county resolution;
4. Demolition Contractor. To contract for the demolition or removal of any structure or building;
5. Electrician License, Master. The right and privilege to do any electrical wiring that may be required of a master electrician within the county and shall be a valid qualification for obtaining a contractor's license upon proper application and payment of fees. A master electrician's license shall be issued to the applicant upon presentation of a valid master electrician's license issued by the Wyoming State Electrical Licensing Board and the payment of the required fee. A master electrician shall be the master of record for only one contractor at a time.
6. Electrician License, Journeyman. The right and privilege to do any electrical wiring that may be required of a journeyman electrician within the county. A

journeyman's electrical license shall be issued to the applicant upon presentation of a valid journeyman electrician" license issued by the Wyoming State Electrical Licensing Board and the payment of the required fee.

7. Electrician License, Apprentice. A licensed electrical contractor may employ registered apprentice electricians to assist master or journeyman electricians. Such apprentices shall be registered with the state of Wyoming and the county upon the payment of the required fee, and shall work under the immediate supervision of a master or journeyman electrician. No contractor shall have more than two apprentices for each master or journeyman electrician;

8. Electrical Contractor's License. The right and privilege to contract for the installation of any electrical wiring within the county. An electrical contractor's license shall be granted upon presentation of a valid electrical contractor's license issued by the Wyoming State Electrical Licensing Board and the payment of the license fee;

9. Limited Electrical Contractor's License. The right and privilege to contract for installation of limited electrical wiring within the county. Limited electrical wiring is defined in the State of Wyoming, Department of Fire Prevention and Electrical Safety Rules and Regulations, as amended, chapter VI. A limited contractor's license shall be granted upon presentation of a valid limited contractor's license issued by the Wyoming State Electrical Licensing Board and the payment of a fee;

10. Low Voltage Contractor's License. The right and privilege to contract for installation of any low voltage electrical wiring within the County. Low voltage electrical wiring is defined in the State of Wyoming, Department of Fire Prevention and Electrical Safety Rules and Regulations, as amended, Chapter VI.

11. Gasfitter's License. The right and privilege to install gas piping as an employee of a plumbing contractor or gas utility, within the county. A gasfitter's license shall be issued to the applicant upon the successful completion of a review by the board and the payment of the required fee;

12. Gas Utility Contractor. The right and privilege to conduct, carry on, or engage in the business of installation and service of gas appliances, except for water heaters and boilers, as defined by the Uniform Mechanical Code, latest edition. A license shall be issued to the applicant upon the payment of the required license fee and proof of employment of a full time gas utility installer;

13. Gas Utility Installer. The right and privilege to do installation of gas appliances, except for water heaters and boilers, as defined by the Uniform Mechanical Code, latest edition. The utility installer license shall be issued to the applicant upon the successful completion of a written examination and the payment of the required license fee;

14. High Pressure Boiler Operator's License. The right and privilege to operate steam boilers not in excess of two hundred fifty psi gauge saturated steam pressure or water boilers operating not in excess of three hundred seventy-five psi gauge pressure and four hundred fifty degrees Fahrenheit temperature within the county. A high pressure boiler operator's license shall be issued to the applicant upon the successful completion of a written examination, a review by the board and the payment of the required fee;
15. Low Pressure Boiler Operator's License. The right and privilege to operate steam boilers not in excess of fifteen psi gauge pressure or water boilers not in excess of fifty psi gauge pressure and two hundred fifty degrees Fahrenheit temperature within the county. A low pressure boiler operator's license shall be issued to the applicant upon the successful completion of a written examination, a review by the board and the payment of the required fee;
16. Mechanical Contractor's License. The right and privilege to conduct, carry on or engage in the business of heating, ventilation, air conditioning, refrigeration and associated sheet metal work and as outlined in the Uniform Mechanical Code, latest edition, within the county. A license shall be issued to the applicant upon the payment of the required fee, and proof of employment of a full-time licensed mechanical master;
17. Mechanical Master License. The right and privilege to do any heating, venting, air conditioning, and refrigeration work that may be required within the county and shall be a valid qualification for obtaining a mechanical contractor's license. Such license shall be issued to the applicant upon the successful completion of a written examination and the payment of the required fee;
18. Mechanical Journeyman's License. The right and privilege to do any heating, venting, refrigeration and air conditioning work that may be required of a mechanical journeyman within the county, as an employee of a mechanical contractor. Such license shall be issued to the applicant upon the successful completion of a written examination and the payment of the required fee;
19. Mechanical Apprentice License. The right and privilege to work as an apprentice for a mechanical contractor within the county; provided such work time is in the presence and under the instruction of a licensed master or journeyman. An apprentice license shall be issued to the mechanical contractor in the name of the applicant upon payment of the required fee. Such license shall be valid only for the term of his employment with that contractor. No mechanical contractor shall have more than one apprentice for each city/county licensed journeyman or master mechanical;
20. Manufactured Home Contractor. The right and privilege to install all HUD manufactured homes and the related exterior work of plumbing connections, blocking, leveling, skirting and foundation requirements. The license will be issued upon proof of full-time employment of a manufactured home installer and payment of required fees;

21. **Manufactured Home Installer.** The right and privilege to do plumbing, blocking, leveling work related to the outside of a HUD manufactured home. A manufactured home installer's license will be issued upon the successful completion of a written exam and the payment of required fees;
22. **Plumbing Contractor's License.** The right and privilege to contract for the installation of any plumbing work, including the installation of steam or water boilers, within the county. A plumbing contractor's license shall be granted upon the payment of a license fee;
23. **Master Plumber's License.** The right and privilege to do any plumbing work that may be required of a master plumber within the county and shall be a valid qualification for obtaining a plumbing contractor's license. A master plumber's license shall be issued to the applicant upon the successful completion of a written examination and the payment of the required fee;
24. **Journeyman Plumber's License.** The right and privilege to do any plumbing work that may be required of a journeyman plumber, as the employee of a plumbing contractor within the county. A journeyman plumber's license shall be issued to the applicant upon the successful completion of a written examination and the payment of the required fee;
25. **Apprentice Plumber's License.** The right and privilege to work as an apprentice plumber for a plumbing contractor within the county. An apprentice plumber's license shall be issued, in the name of the applicant, to the plumbing contractor with whom he is employed. Such license shall be valid only for the term of his employment with that contractor. No plumbing contractor shall have more than one apprentice for each county-licensed journeyman or master plumber.
26. **Sanitary Sewer Cleaning Contractor's License.** The right and privilege to clean: Sanitary sewers or drain lines; sludge pits and sand traps within the county. A sanitary sewer cleaning contractor's license shall be issued to the applicant upon the payment of a fee;
27. **Utility Contractor's License.** The right and privilege to repair and install sewer and water lines from the building out. Such license shall be issued to the applicant upon the successful completion of a written examination and the payment of the required fee, and proof of employment of a full-time utility installer;
28. **Utility Installer's License.** The right and privilege to repair and install sewer and water lines from the building out. Such license shall be issued to the applicant upon the successful completion of a written examination and the payment of the required fee;

29. Water Conditioning Contractor's License. The right and privilege to install water conditioning and softening systems with the county. Such license shall be issued to the applicant upon the payment of the required fee.

B. Each contractor must have and maintain during the effective period of his license:

1. Telephone service where he may be contacted during normal business hours; and

2. All motor vehicles owned or leased by a contractor must carry identifying signs showing the contractor's name.

C. A licensed contractor shall be responsible for all work included under his permit, whether or not such work is done by him or his subcontractor.

#### Section 7. License Application

A. All persons required to be licensed by this chapter shall apply for said license upon a form approved by the board. The department shall provide different application forms for different trades which are regulated by these rules.

B. The application shall measure the applicant's knowledge of the applicable codes, laws and ordinances adopted by the County for the particular trade for which a license is being applied for. The board shall set the application standards and establish procedures for the issuance of any license.

C. The determination of eligibility for license or other matters pertaining thereto shall be by the department. Each applicant shall be required to complete and pass an examination approved by the board which shall test the competency of the applicant.

D. Every person subject to the licensing requirements of this chapter shall make an application for such license within thirty days from its effective date. All building construction in progress by such persons may continue until action has been taken by the board of the prospective licensee's application. Should such application be denied by the board, the person will be allowed to complete any work under construction but no further permits will be issued nor work be allowed until said person has obtained the necessary license.

#### Section 8. License – Experience and Examination Criteria.

A. The board will license without examination, an applicant for a category of license who holds a valid license issued by another Wyoming entity which has or had at the time the applicant was licensed, requirements for licensure substantially similar to those of this chapter.

B. The following is the experience criteria and all examinations require seventy-five percent or more for a passing score. Affidavits are required if prior experience is claimed.

1. No examinations are required for any apprentice classification;
2. Master Plumber. Applicants for a master plumber's license must have a certificate of completion of apprenticeship training, or the equivalent of four-years experience in a licensed plumbing shop and five-years experience as a journeyman or master plumber in a licensed plumbing shop in the county. Each full year of experience as a journeyman plumber or master plumber under a recognized licensing authority of a state or other municipality having licensed examinations comparable to that of the county will be accepted in lieu thereof for each year required or experience in this trade documented by affidavits from former employers and acceptable to the license board;
3. Journeyman Plumber. Completion of a four-year plumbing apprenticeship training program recognized by the federal government. One year's experience as an apprentice plumber, journeyman plumber or master plumber under a recognized authority of a state or municipality may be substituted for each year of required apprenticeship or experience in this trade documented by affidavits from former employers and acceptable to the license board;
4. Building Contractor. Affidavits showing qualifications approved by the license board and four years' minimum experience in the category of a general contractor's license being applied for;
5. Mechanical Master. Applicants for a mechanical master's license must have a certificate of completion of apprenticeship training, or the equivalent of four years' experience in a licensed mechanical shop and five years' experience as a journeyman or master mechanical in a licensed mechanical shop in the city/county. Each full year of experience as a journeyman or master mechanical under a recognized licensing authority of a state or other municipality have licensed examinations comparable to that of the county will be accepted in lieu thereof for each year required, or experience in this trade documented by affidavits from former employers and acceptable to the license board;
6. Mechanical Journeyman. The completion of a four-year mechanical training program recognized by the federal government, or one years' experience as a mechanical apprentice, mechanical journeyman, or mechanical master under a recognized authority of a state or municipality may be substituted for each year of required apprenticeship, or experience in this trade documented by affidavits from former employers and acceptable to the license board;
7. Low Pressure Boiler Operator. Shall have not less than three-months full-time experience in the actual operation of a boiler in this classification as defined by the mechanical code;

8. High Pressure Boiler Operator. Shall have not less than two-years full-time experience in the actual operation of a boiler and steam driven machinery in this classification as defined by the mechanical code, under the supervision of a person holding a valid license;

9. Utility Installer. Shall have one-years' experience in the utility contracting trade or with a licensed plumber.

C. Any person who fails to pass an examination may apply for re-examination after the expiration of thirty days. Should such person fail to pass the second and subsequent time, the board may refuse a third or subsequent application until after the expiration of six months. Such person shall not work in the intervening time in the capacity of the trade for which he is applying for a license.

#### Section 9. License – Payment – Issuance.

A. The applicant shall pay for and upon payment receive a license.

B. The Board of County Commissioners shall annually set the fees for licensing under these rules.

Section 10. License – Register. The department shall maintain a register reflecting the name of each person who has applied for or is licensed by the city and county for the current year.

#### Section 11. License – Partnerships, Corporations and Associates – Conditions.

A. A partnership corporation or association (for the purpose of this section, any or all shall be referred to as “firm”) may be issued a license required by this chapter upon compliance with the following:

1. The individual applying must be an active partner, officer or full-time salaried employee of the firm;
2. The license, if issued, shall be in the name of the individual and shall show on its face the name of the individual upon whose competency it is issued, and then the name of the firm for whom the individual is doing business or is employed.

B. A license issued under this section shall be valid only so long as the individual who is named on the license as the qualified person shall remain in or with the firm in the capacity required in subdivision 1 of subsection A of this section. In the event the individual who is named on the license issued to a firm leaves the firm or severs his active participation with said firm without notifying the department within ten days, said

individual shall not be entitled to apply for and receive a new license for a period of ninety days.

C. If the individual qualifying in behalf of a firm ceases to be connected with the firm to which a license has been issued, said firm shall notify the department in writing within ten days of such cessation; and said firm shall apply to the board for an extension of time to qualify through another person. Said time extension shall in no case be longer than ninety days. If the firm fails to notify the department within the ten-day period, at the end of such period, its license shall be suspended until such time as a new person in the firm qualifies for a license as required by this chapter, and said license is issued. Any firm may substitute a name of a qualified person on its license so long as it notifies the department and said person is a member of the firm as required by this chapter. Upon such notice, the department shall issue a new license with the substituted name.

D. A new license shall be required for any firm which permanently changes its name or legal status. A new license shall be issued and a fee shall not be charged for the issuance of a new license in the event of such a change; provided that the department is notified within ten days of the effective date of the change; and provided that the individual upon whose competency the license is issued is a member of the new firm as required in this section and is a qualified person. In the event notice is not provided within ten days, at the end of said period the fee for new licenses shall be charged for the issuance of a license. In addition, if notice is not given as provided herein, the firm and its employees shall be considered to be operating without a license and shall be in violation of this chapter.

E. In the event a firm is issued a license, the individual upon whose competency the license is issued shall be responsible to ensure that the firm and its employees comply with the provisions of this chapter. In the event any employee of the firm violates any provision of this chapter, both the employee and the firm shall be deemed to be in violation hereof.

Section 12. License – Renewal. All licenses shall expire on the last day of each calendar year. Licenses shall be renewed annually. If a license is not renewed within the one-year period the license will be considered null and void, and a new application shall be filed and new application (initial) fee paid. Any work done by any person for whom a license is required that is performed prior to obtaining a valid license is a violation of these rules.

Section 13. Licensee Responsibility. A licensee shall be responsible for work requiring a permit under the provisions of this chapter or other applicable city ordinance without limitation to the items as herein listed, and shall do or cause to be done the following:

- A. To present his license when requested by the administrative authority;
- B. To obtain a permit when the same is required;

- C. To faithfully construct, without substantial departure from or disregard of drawings and specification, when such drawings and specifications have been filed and approved by the building department and a permit issued for same, unless such changes are approved by the building department;
- D. To complete all work authorized on the permit issued by the department unless good cause is shown;
- E. To obtain inspection services when the same are required by county resolution;
- F. To pay any fee assessed under the authority of the Building Code adopted by the county;
- G. To build in compliance with all applicable codes;
- H. To warrant the workmanship, structural soundness and code compliance of the residence or building for a period of one year from the date of occupancy of such residence or building or, in case of a remodeling, one year from the date of final inspection.

Section 14. License – Insurance Requirements. Every contractor granted a license of any kind under the terms of this chapter shall be required as a condition of receiving and holding said license to maintain, at all times, employer’s liability insurance and workman’s compensation insurance (if employees are hired by such contractor) and public liability insurance of a minimum limit of not less than one hundred thousand dollars for personal injury or death of one person; three hundred thousand dollars for personal injury or death of all persons arising out of any one incident; property damage insurance with a minimum limit of not less than one hundred thousand dollars for one incident; and shall furnish the county a certificate that such insurance is maintained.

Section 15. Suspension or Revocation – Conditions. The department may suspend or evoke a license when the licensee or an employee of the licensee commits one or more of the following acts or omissions:

- A. Failure to comply with any of the requirements of this chapter;
- B. Knowingly combining or conspiring with any unlicensed person to evade the provisions of this chapter, by permitting one’s license to be used by such person;
- C. Knowingly acting as agent, partner, associate or in any other capacity, with any unlicensed person, to evade the provisions of this chapter;
- D. Knowingly violating any provisions of any county code.

Section 16. Suspension or Revocation – Procedure. When any of the acts or omissions as enumerated in Section 15 are committed by a licensee or his employees and the department deems that such license shall be suspended or revoked, the procedure shall be as follows:

A. The department shall give notice to licensee by mail of the facts or conduct which warrant the revocation or suspension of the license, and that such revocation or suspension will be effective immediately if a request for a hearing on such matter is not received as provided in subsection B of this section;

B. Upon receipt of the notice, the licensee may request a hearing before the board. Such request shall be in writing to the department within seven days of receipt of notice. At such hearing, the licensee shall be given an opportunity to show compliance with all lawful requirements for the retention of the license. The hearing shall be conducted in compliance with the procedures promulgated in accordance with the Wyoming Administrative Procedure Act. Failure by the licensee to request the hearing shall be deemed a waiver of any appeal and the order of suspension or revocation shall become final;

C. If a hearing is requested by the licensee, the board shall set a time, date and place for such hearing, and so notify the licensee in writing. Such notice shall include a statement of:

1. the time, place and nature of the hearing,
2. The legal authority and jurisdiction under which the hearing is to be held,
3. The particular sections of the statutes and rules involved,
4. A short and plain statement of the matters asserted;

D. When a hearing is conducted, all interested parties may be in attendance. Upon completion of the hearing the department shall notify the licensee of its findings and ruling in writing by certified mail;

E. Decisions of the board may be appealed in accordance with the Wyoming Administrative Procedures Act and Wyoming Rules of Appellate Procedure.

Section 17. Suspension or Revocation – Emergency Suspension. If the department finds that just cause concerning imminent danger to personal safety or health conditions exists for suspension of a license, he may enter an order for immediate suspension and suspend the activities of the licensee. The licensee may, upon notice of such suspension, request an immediate hearing before the board and the hearing shall be conducted in the manner prescribed in this chapter.

Section 18. Suspension or Revocation – Ineligibility for New Licenses. A person whose license has been revoked or suspended shall not be entitled to file a new application by the establishment of a new legal entity during the length of such revocation or suspension.

Section 19. Board of Appeals.

A. The board of county commissioners shall act as the board of appeals.

B. Any person may appeal a decision of the department with regard to the suitability of alternate materials, methods of construction or interpretation of the building, mechanical, electrical, plumbing and fire codes adopted by the county. Appeals shall be commenced by the person by giving written notice of such appeal and stating therein the decision and reasons for the appeal to the secretary of the board of appeals within a period of five working days of the decision. The department shall present, in writing, to the board within five working days thereafter, all facts pertaining to the decision rendered by him.

C. The board of appeals shall, within thirty calendar days thereafter, hold a hearing and follow the hearing procedures set forth in subsections C, D and E of Section 16.

Section 20. Transitional Provisions. Except as otherwise expressly provided herein, this chapter shall not be construed to require the duplication or reissuance of any license or certificate within the same calendar year, the duplication of any application, nor the duplication of any payment of any license or certificate fee for a particular grade of license or certificate within the same calendar year. All persons in the building and construction industries presently licensed under former codes of the county shall be deemed to be appropriately licensed hereunder. Any such licensee under a former county resolution who fails to reapply for a license upon expiration of the existing license or any grace period allowed by this chapter shall be deemed to be in violation of this chapter if such person does or performs any work for which a license is required by this chapter.

Section 21. Violation – Penalty. In addition to the revocation and suspension of any license as provided in this chapter, any person who violates any provisions of this chapter, or any rule or regulation promulgated hereunder, is guilty of a misdemeanor, the penalty for which may result in a fine of up to \$750 for each offense. (W.S. 18-5-206) Each day's continuation of such violation may constitute a separate offense. (W.S. 18-5-204)