

# CITY OF ALEXANDRIA - CONTRACTOR REGISTRATION APPLICATION

PO Box 1872, Alexandria, LA 71309

Permits.callcenter@cityofalex.com

Office (318) 473-1372 / Fax (318) 473-1377

A COA Competency Registration Number will be assigned to each Individual registered to perform work in the City of Alexandria. This number will cover all disciplines of work listed per Individual and will be the permanent number for that Registrant. The City will issue a Competency Registration Card with the printed registration number. Annual registration reminders and applicable fee notices will be sent out on November 1st and will be due by December 31st every year. Inspections will ONLY be granted to those Individuals / Contractors who HAVE completed their registration renewal and paid applicable fees before January 30th of the subsequent year. Send payments and documentation to City of Alexandria Planning Division, Attn: Construction Development, PO Box 1872, Alexandria, LA 71309. You may also email completed application to [permits.callcenter@cityofalex.com](mailto:permits.callcenter@cityofalex.com).

## A. Identification - Contractor (all correspondence sent through email unless requested otherwise)

Business Name		Business Contact Name	
Business Mailing Address - Street, City, State, Zip		Business Phone Number	
Business Email Address		Business Fax Number	
License Holders First Name, Initial, Last Name <small>(Complete 1 form for each person responsible for requesting inspections)</small>		License Holders Phone Number	
License Holders Mailing Address - Street, City, State, Zip		License Holders Mobile Number	
License Holders Email Address			
Active LA State License Number	State License Description (Attach multiple sheets if needed)		
Active LA State License Number	State License Description		

City of Alexandria Registration Type Description (Check all that apply) \*\*\*See registration requirements on reverse side

<input type="checkbox"/> Commercial Building Contractor	<input type="checkbox"/> Licensed Mechanical Contractor	<input type="checkbox"/> Master Plumber
<input type="checkbox"/> Residential Building Contractor	<input type="checkbox"/> Unlicensed Mechanical Contractor	<input type="checkbox"/> Journeyman Plumber
<input type="checkbox"/> Home Improvement Contractor	<input type="checkbox"/> Master Gas Fitter	<input type="checkbox"/> Apprentice Plumber
<input type="checkbox"/> Demolition Contractor	<input type="checkbox"/> Journeyman Gas Fitter	<input type="checkbox"/> Journeyman Repair Plumber
<input type="checkbox"/> Licensed Architect or Engineer	<input type="checkbox"/> Apprentice Gas Fitter	<input type="checkbox"/> WSPS Installer
<input type="checkbox"/> Designer or Draftsman	<input type="checkbox"/> Master Appliance Fitter	<input type="checkbox"/> Irrigation Contractor
<input type="checkbox"/> Developer	<input type="checkbox"/> Journeyman Appliance Fitter	<input type="checkbox"/> Master Electrician
<input type="checkbox"/> Specialty (Specify) _____	<input type="checkbox"/> Apprentice Appliance Fitter	<input type="checkbox"/> Maintenance Electrician
<input type="checkbox"/> Other (Specify) _____		<input type="checkbox"/> Electrical Sign Contractor

## B. Signature of Applicant Copy of Drivers License or photo id provided Yes No

1. I acknowledge that all Contractors must be registered to perform work in the COA PRIOR to starting work. All requested documentation is provided with this application. All applicable employees of a business who are responsible for work or requesting inspections shall also be registered individually, if required by that specific discipline.

Signature \_\_\_\_\_ Date \_\_\_\_\_

COA Registration Number	Bond Limit - copy provided <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Insurance Limit - copy provided <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Registration Fee Enclosed	Check Number of Fee Payment	COA In-House (Received Date)

Comments: \_\_\_\_\_

COA In-house only

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# COA - CONTRACTOR REGISTRATION INFORMATION SUPPLEMENTAL

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Below is the list of additional information to be submitted with the Contractor Registration Application. Bond amount, insurance limits and applicable fees are listed per Registration Classification Type. See the Louisiana Contractors Licensing Law for details at [www.lslbc.louisiana.gov](http://www.lslbc.louisiana.gov).

All inspections must be scheduled through the Call Center at 318-441-6333. Inspections must be requested 24 hours in advance. You will be required to provide the following information when requesting inspections: \*Building Permit Number, \*Street Address (NOT the lot number), \*Type of inspection needed, \*Description of work to be performed, \*Contact name and number of person requesting inspection.

Professional of Record	<ol style="list-style-type: none"> <li>1. Register every person individually within a company who holds a license and will be communicating with City on projects.</li> <li>2. Registration fees: Licensed Architect or Engineer = \$10.00, Unlicensed Designer or Draftsperson = \$5.00, Developer = \$15.00.</li> </ol> <p style="text-align: right;"><b>Insurance &amp; fee requirements waived until 2014!</b></p>
Building or Home Improvement Contractor	<ol style="list-style-type: none"> <li>1. Commercial Building Contractor is required to be State Licensed for all contracts of \$50,000 or more.</li> <li>2. Residential Building Contractor is required to be State Licensed for all contracts of \$75,000 or more.</li> <li>3. Home Improvement Contractor is required to be State Licensed for all contracts from \$1,500 to \$75,000.</li> <li>4. Building Contractors shall provide copy of General Liability Insurance coverage for minimum of \$100,000.</li> <li>5. Register each person individually within a company who will be calling for inspections. Include a copy of State drivers license or photo id.</li> <li>6. Registration fees: Commercial Building = \$15.00, Residential Building = \$10.00, Home Improvement = \$5.00.</li> </ol> <p style="text-align: right;"><b>Insurance &amp; fee requirements waived until 2014!</b></p>
Demolition Contractor	<ol style="list-style-type: none"> <li>1. Demolition Contractor is required to be State Licensed for all contracts of \$50,000 or more for Commercial projects and \$1,500 or more on Residential..</li> <li>2. State Licensure as Home Improvement Contractor is required for all Residential demolitions that are NOT the persons primary residence.</li> <li>3. Building Contractors shall provide Surety Bond for \$5,000 made out to COA and General Liability Insurance coverage for \$100,000 minimum.</li> <li>4. Register every person individually within a company who will be calling for inspections.</li> <li>5. Registration fees: Licensed Demolition Contractor = \$10.00, Home Improvement Contractor = \$5.00.</li> </ol> <p style="text-align: right;"><b>Insurance &amp; fee requirements waived until 2014!</b></p>
HVAC	<ol style="list-style-type: none"> <li>1. Mechanical Contractor is required to be State Licensed for any contract work over \$10,000.</li> <li>2. Copy of State drivers license or photo id for each person registered.</li> <li>2. Mechanical Contractors shall provide Surety Bond for \$5,000 and General Liability Insurance coverage made out to COA for \$100,000.</li> <li>3. Register every person individually within a company who will be calling for inspections and performing the work.</li> <li>4. Registration fees: Licensed Mechanical Installer = \$10.00, Unlicensed Mechanical Installer = \$5.00.</li> </ol> <p style="text-align: right;"><b>Insurance &amp; fee requirements waived until 2014!</b></p>
WSPS or Irrigation Plumber	<ol style="list-style-type: none"> <li>1. Any person engaging in any type of plumbing work shall be State Licensed, regardless of contract work amount.</li> <li>2. Copy of State drivers license or photo id for each person registered.</li> <li>3. Plumbing Contractors shall provide Surety Bond for \$1,000 made out to COA and General Liability Insurance coverage for \$100,000 minimum.</li> <li>4. Bond and Insurance coverage is not required for Journeyman Plumber of Apprentice Plumber.</li> <li>5. Register every person individually within a company who will be performing work.</li> <li>6. Registration fees: WSPS Plumber = \$5.00, Irrigation Plumber = \$5.00.</li> </ol> <p style="text-align: right;"><b>Insurance &amp; fee requirements waived until 2014!</b></p>
Plumber <b>Required!</b>	<ol style="list-style-type: none"> <li>1. Any person engaging in any type of plumbing work shall be State Licensed, regardless of contract work amount.</li> <li>2. Copy of State drivers license or photo id for each person registered.</li> <li>3. Plumbing Contractors shall provide Surety Bond for \$1,000 made out to COA and General Liability Insurance coverage for \$100,000 minimum.</li> <li>4. Bond and Insurance coverage is not required for Journeyman Plumber of Apprentice Plumber.</li> <li>5. Register every person individually within a company who will be performing work.</li> <li>6. Registration fees: Master Plumber = \$10.00, Journeyman Plumber = \$5.00, Journeyman Repair Plumber = \$5.00, Apprentice Plumber = \$2.00.</li> </ol>
Gas (Plumber) <b>Required!</b>	<ol style="list-style-type: none"> <li>1. Any person engaging in any type of plumbing work shall be State Licensed, regardless of contract work amount.</li> <li>2. Copy of State drivers license or photo id for each person registered.</li> <li>2. Gas Contractors shall provide Surety Bond for \$5,000 made out to COA and General Liability Insurance coverage for \$100,000 minimum.</li> <li>3. Bond and Insurance coverage is not required for Journeyman or Apprentice Gas Fitter, or Journeyman or Apprentice Appliance Fitter.</li> <li>4. Register every person individually within a company who will be performing work.</li> <li>5. Registration fees: Master Gas Fitter = \$5.00, Journeyman Gas Fitter = \$1.00, Apprentice Gas Fitter = \$1.00.</li> <li>6. Registration fees: Master Appliance Fitter = \$5.00, Journeyman Appliance Fitter = \$1.00, Apprentice Appliance Fitter = \$1.00.</li> </ol>
Electrician <b>Required!</b>	<ol style="list-style-type: none"> <li>1. Electrical Contractor is required to be State Licensed for any contract work over \$10,000.</li> <li>2. Copy of State drivers license or photo id for each person registered.</li> <li>3. Electrical Contractors shall provide Surety Bond for \$2,500 made out to COA and General Liability Insurance coverage for \$100,000 minimum.</li> <li>4. Register only the Master Electrician, Sign Contractor or Maintenance Electrician who is responsible for performing work.</li> <li>5. Registration fees: Master Electrician = \$25.00, Electrical Sign Contractor = \$12.50, Maintenance Electrician = \$10.00.</li> </ol>
Other: Specify	<ol style="list-style-type: none"> <li>1. Hazardous Materials Contractor is required to be State Licensed for any contract work of \$1.00 or more.</li> </ol>