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 or call for inspections 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 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 Department, PO Box 1972, Alexandria, LA 71309. You may also email completed application to 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 (Complete 1 form for each person responsible for requesting inspections)	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

- ☐ Commercial Building Contractor
- ☐ Residential Building Contractor
- ☐ Home Improvement Contractor
- ☐ Demolition Contractor
- ☐ Licensed Architect or Engineer
- ☐ Designer or Draftsman
- ☐ Insulation Inspection Certified Tester
- ☐ Blower Door Certified Tester
- ☐ Duct Leakage Certified Tester
- ☐ Licensed Mechanical Contractor
- ☐ Unlicensed Mechanical Contractor
- ☐ Master Gas Fitter
- ☐ Journeyman Gas Fitter
- ☐ Apprentice Gas Fitter
- ☐ Master Appliance Fitter
- ☐ Journeyman Appliance Fitter
- ☐ Apprentice Appliance Fitter
- ☐ Authorized Employee
- ☐ Master Plumber
- ☐ Journeyman Plumber
- ☐ Apprentice Plumber
- ☐ Journeyman Repair Plumber
- ☐ WSPS Installer
- ☐ Irrigation Contractor
- ☐ Master Electrician
- ☐ Maintenance Electrician
- ☐ 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 City of Alexandria 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 ☐ Yes ☐ No ☐ N/A	Insurance Limit - copy provided ☐ Yes ☐ No ☐ 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.

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	1. Register every person individually within a company who holds a license and will be communicating with City on projects. 2. Registration fees: Licensed Architect or Engineer = $10.00, Unlicensed Designer or Draftsperson = $5.00, Developer = $15.00. **Insurance & fee requirements waived until 2017!**
Building or Home Improvement Contractor	1. Commercial Building Contractor is required to be State Licensed for all contracts of $50,000 or more. 2. Residential Building Contractor is required to be State Licensed for all contracts of $75,000 or more. 3. Home Improvement Contractor is required to be State Licensed for all contracts from $1,500 to $75,000. 4. Building Contractors shall provide copy of General Liability Insurance coverage for minimum of $100,000. 5. Register each person individually within a company who will be calling for inspections. Include a copy of State drivers license or photo id. 6. Registration fees: Commercial Building = $15.00, Residential Building = $10.00, Home Improvement = $5.00. **Insurance & fee requirements waived until 2017!**
Demolition Contractor	1. Demolition Contractor is required to be State Licensed for all contracts of $50,000 or more for Commercial projects. 2. State Licensure a Home Improvement Contractor is required for all Residential demolitions that are NOT the persons primary residence. 2. Building Contractors shall provide Surety Bond for $5,000 made out to COA and General Liability Insurance coverage for $100,000 minimum. 3. Register every person individually within a company who will be calling for inspections. 4. Registration fees: Licensed Demolition Contractor = $10.00, Home Improvement Contractor = $5.00. **Insurance & fee requirements waived until 2017!**
HVAC	1. Mechanical Contractor is required to be State Licensed for any contract work over $10,000. 2. Copy of State drivers license or phot id for each person registered. 2. Mechanical Contractors shall provide Surety Bond for $5,000 and General Liability Insurance coverage made out to COA for $100,000. 3. Register every person individually within a company who will be calling for inspection and performing the work. 4. Registration fees: Licensed Mechanical Installer = $10.00, Unlicensed Mechanical Installer = $5.00. **Insurance & fee requirements waived until 2017!**
WSPS or Irrigation Plumber	1. Any person engaging in any type of plumbing work shall be State Licensed, regardless of contract work amount. 2. Copy of State drivers license or photo id for each person registered. 3. Plumbing Contractors shall provide Surety Bond for $1,000 made out to COA and General Liability Insurance coverage for $100,000 minimum. 4. Bond and Insurance coverage is not required for Journeyman Plumber of Apprentice Plumber. 5. Register every person individually within a company who will be performing work. 6. Registration fees: WSPS Plumber = $5.00, Irrigation Plumber = $5.00. **Insurance & fee requirements waived until 2017!**
Plumber **Required!**	1. Any person engaging in any type of plumbing work shall be State Licensed, regardless of contract work amount. 2. Copy of State drivers license or photo id for each person registered. 3. Plumbing Contractors shall provide Surety Bond for $1,000 made out to COA and General Liability Insurance coverage for $100,000 minimum. 4. Bond and Insurance coverage is not required for Journeyman Plumber of Apprentice Plumber. 5. Register every person individually within a company who will be performing work. 6. Registration fees: Master Plumber = $10.00, Journeyman Plumber = $5.00, Journeyman Repair Plumber = $5.00, Apprentice Plumber = $2.00.
Gas (Plumber) **Required!**	1. Any person engaging in any type of plumbing work shall be State Licensed, regardless of contract work amount. 2. Copy of State drivers license or photo id for each person registered. 2. Gas Contractors shall provide Surety Bond for $5,000 made out to COA and General Liability Insurance coverage for $100,000 minimum. 3. Bond and Insurance coverage is not required for Journeyman or Apprentice Gas Fitter, or Journeyman or Apprentice Appliance Fitter. 4. Register every person individually within a company who will be performing work. 5. Registration fees: Master Gas Fitter = $5.00, Journeyman Gas Fitter = $1.00, Apprentice Gas Fitter = $1.00. 6. Registration fees: Master Appliance Fitter = $5.00, Journeyman Appliance Fitter = $1.00, Apprentice Appliance Fitter = $1.00.
Electrician **Required!**	1. Electrical Contractor is required to be State Licensed for any contract work over $10,000. 2. Copy of State drivers license or photo id for each person registered. 3. Electrical Contractors shall provide Surety Bond for $2,500 made out to COA and General Liability Insurance coverage for $100,000 minimum. 4. Register only the Master Electrician, Sign Contractor or Maintenance Electrician who is responsible for performing work. 5. Registration fees: Master Electrician = $25.00, Electrical Sign Contractor = $12.50, Maintenance Electrician = $10.00.
Other: Specify	1. Hazardous Materials Contractor is required to be State Licensed for any contract work of $1.00 or more. 2. An "Authorized Employee" is someone who works for a State Licensed Contractor, but does not hold their own license and has the authority to call for Inspections on behalf of their business employer. 3. Certified Tester (Duct Leakage Tester, Blower Door Tester, Insulation Tester) all required to be certified by nationally recognized organization that trains and provides certification exams for proper procedures to perform such test. Provide copy of Testers certification and their certifier's certification. Registration fees for all Certified Tester types = $25.00.