



# Building Inspections

Anthony Hutchingson  
Chief Building Inspector

4601 State Avenue, Suite 88  
Indian Springs Marketplace  
Kansas City, Kansas 66102

Phone (913) 573-8620  
FAX (913) 573-8622

## CONTRACTORS REQUIREMENTS ELECTRICAL - MECHANICAL - PLUMBING

1. There must be one master per trade that has proof of taking the Block & Associates, Exporior or Prometric Test and passed with a score of 75% or more. Proof in the form of a copy of their Certificate of Competency with the test score on it.
2. An Application for Certificate of Qualification needs to be completed by the qualified Master and Certificate of Applicant signed and notarized, attaching a copy of the Certificate of Competency for approval of the Chief Building Inspector. The approval must **be done first** before you proceed any further with the process.
3. An **original** surety bond of \$5,000.00 (w/Power of Attorney), signed by the Master Card Holder, from the insurance company of your choice needs to be secured for our records.
4. Application for Renewal to secure Master and Employee cards must be completed and signed by the master. Indicate type of master at \$60.00 per card and list each employee working in our jurisdiction at \$20.00 per each employee card.
5. There is also an Occupational Tax that must be paid prior to doing to do business within the jurisdiction of the Unified Government WYCO/KCK. Our License Department is responsible for these applications and fees. Their phone number is (913) 573-8780.
6. Bring or mail this information to the Neighborhood Resource Center where Building Inspection (Suite 88) and the License Department (Suite 87) are located, 4601 State Avenue, Indian Springs Market Place, Kansas City, KS 66102. The Cards for Master and employees along with the Occupational Tax are due **annually**. This Facility can only take cash or check.

If you need further assistance please fee free to contact Sue A. Arnold, 913-573-8620.

3-15-2011

