

**CITY OF SHAWNEE, KANSAS
CONTRACTOR REGISTRATION FORM
RESIDENTIAL CONSTRUCTION**

Each builder/contractor seeking to obtain a building permit shall be required to have on file with the Code Official a current Contractor Registration Form. Instructions for completion of this form are included on the reverse side.

Business Name _____

Business Address _____ City _____ State _____ Zip _____ Phone _____

Cell Phone/Pager _____

LIST OF ALL OWNERS OR PRINCIPALS IN THE BUSINESS WHO ARE TAKING LEGAL RESPONSIBILITY FOR COMPLIANCE WITH THE CONDITIONS OF THE BUILDING PERMITS ISSUED IN THE NAME OF THE BUSINESS.
Each person listed must sign the acknowledgment statement below their name.
(Names may be submitted on a separate notarized list.)

NAME - Including attached copy of driver <input type="checkbox"/> license or state identification card.	BUSINESS ADDRESS	HOME ADDRESS
(print name)		

I, _____, agree to be legally responsible for compliance with all the laws, regulations, ordinances, and conditions of
(Signature)
the building permit imposed by the City of Shawnee, Kansas, pertaining to permits issued to this business.

(print name)		
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I, _____, agree to be legally responsible for compliance with all the laws, regulations, ordinances, and conditions of
(Signature)
the building permit imposed by the City of Shawnee, Kansas, pertaining to permits issued to this business.

(print name)		
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I, _____, agree to be legally responsible for compliance with all the laws, regulations, ordinances, and conditions of
(Signature)
the building permit imposed by the City of Shawnee, Kansas, pertaining to permits issued to this business.

I, _____, swear and affirm that the information provided is true and correct and the
(Print name of the owner or principal completing this form.)
undersigned has read the attached documents.

WARNING: False or misleading statements or information may cause revocation of the registration and criminal prosecution.

Signature: _____ Date: _____

State of _____, County of _____

Subscribed and sworn to before me this _____ day of _____, 20 _____.

My appointment expires

_____, 20 _____.

Notary's Signature

(Over)

LIST OF ALL PERSONS AUTHORIZED TO MAKE APPLICATION FOR, AND OBTAIN BUILDING PERMITS ON BEHALF OF THE BUSINESS (Names may be submitted on a separate list.)	
PRINT NAME	SIGNATURE

**CONTRACTOR REGISTRATION FORM
INSTRUCTIONS FOR COMPLETION**

Each builder/contractor seeking to obtain a building permit shall be required to have a current Contractor Registration Form on file with the Code Official.

Instructions for completion:

1. The form must be executed by the owner of the business or general partner of a partnership.
2. The form shall identify the exact legal name, business name, and street address of the business and names, business address, and home address of all persons in the business who shall be legally responsible for compliance with the conditions of the permit.
3. The form shall identify the names of all persons authorized to make application for a building permit on behalf of the business, and shall provide a signature exemplar for each such individual.
4. Each person taking legal responsibility for compliance with the conditions of the building permit shall sign a statement acknowledging his/her acceptance of legal responsibility for compliance with all the laws, regulations, ordinances, and conditions of the building permit imposed by the City. Each person shall also provide a copy of their driver's license or state identification card. The assumption of responsibility provided for in this form shall not create or affect the rights of any third parties.

Note: Any changes to the registration information will require a complete resubmittal of the form. Applications will remain on file unless changed or removed at the request of the person who completed the form.

If you have any questions regarding completion of the form, please call 913-742-6010. Return the notarized form to:

City of Shawnee
Codes Administration Department - Chief Codes Administrator
11110 Johnson Drive
Shawnee, Kansas 66203

The Code Official is authorized to deny a permit to any applicant not meeting these requirements. All persons identified on the form as being legally responsible for compliance with the conditions of the permit may be cited by the City for any violations of the code pertaining to that permit. The business, and any identified responsible persons, shall assume full legal responsibility and liability for any permit issued to any authorized person, and absent written notification being received by the Code Official prior to the issuance of a permit of any changes in the authorized persons, such responsibility shall exist regardless of whether in fact such listed authorized person has any affiliation with the business at the time of issuance. It is further the continuing responsibility of the business to notify the Code Official in writing of any other changes to the form, and in the absence of any such notification being received by the Code Official prior to the issuance of a permit, all identified responsible persons shall be responsible for that permit regardless of whether they maintain any affiliation with the business.