

## Business License Renewal

220 SE Green Street  
Lee's Summit, MO 64063  
Phone 816.969.1220 / Fax 816.969.1221 / [www.cityofls.net](http://www.cityofls.net)

KEVIN HIGDON CONSTRUCTION, LLC  
Licensing  
P O BOX 847  
LEES SUMMIT, MO 64063

**PLEASE NOTIFY US IF YOU DISCONTINUE YOUR BUSINESS.**

Please Update your Information. If there are changes to the information provided, please draw a line through and correct.

Physical Business Address:  
 Legal Name of Business: (if different than DBA):  
 Type of Organization: Contractor A,B,C,D  
 Business Classification: 100 General Contractor (A)

E-Mail Address: KEVIN@HIGDONBUILDERS.COM

Business Phone Numbers:

|              |  |              |  |             |  |
|--------------|--|--------------|--|-------------|--|
| <b>MAIN:</b> |  | <b>CELL:</b> |  | <b>FAX:</b> |  |
|--------------|--|--------------|--|-------------|--|

|  | Primary | Secondary |
|--|---------|-----------|
| <b>Contact Names</b>                     |         |           |
| <b>Address</b>                           |         |           |
| <b>City, State, Zip</b>                  |         |           |
|  |         |           |
| <b>Emergency Contacts (if different)</b> |         |           |
| <b>Phone Number</b>                      |         |           |

**\*For businesses physically located in Lee's Summit this section MUST be completed\***

Has your Physical Address changed over the last year? **Y or N** (If yes complete Zoning Approval Form)  
 Is business located in a Lee's Summit **Commercial area or Residential?** (circle)  
 Do you have an intrusion alarm? **Y or N** (circle)  
 Total Building Square Footage - 3000

Employee Headcount for this location:  
 Full Time: 1  
 Part Time:  
 Temporary:

**IF DOING ANY RETAIL SALES (provide copy of current no sales tax due letter) -**

**IF PHYSICAL ADDRESS HAS CHANGED WITHIN LEE'S SUMMIT, PLEASE SUBMIT A NEW ZONING FORM. Zoning forms located on website at [www.cityofls.net](http://www.cityofls.net).**

(Continued on back page)

Please provide a general description or scope of work for your business:

\_\_\_\_\_  
\_\_\_\_\_

**CONTRACTOR LICENSING INFORMATION \*\*\*Contractors – please complete this section\*\*\***

Please select type of contractor license requested - \$25.00 annual contractor license fee for each Class

- Class A – General Contractor: construct, remodel, demolish, repair any structure
- Class B – Building Contractor: construct, remodel, demolish, repair all structures not exceeding 3 stories in height
- Class C – Residential Contractor: construct, remodel, demolish, repair any single family, duplex or townhouse structure
- Class D – Mechanical Contractor: perform mechanical (HVAC) services
- Class D – Electrical Contractor: perform electrical services
- Class D – Plumbing Contractor: perform plumbing services

Please provide name of licensed representative (master) to be licensed: \_\_\_\_\_ Phone #: ( ) \_\_\_\_\_

Email: \_\_\_\_\_ Cell #: ( ) \_\_\_\_\_

If renewal – provide 8 hours of CEU (please provide documentation of completion) or include optional in lieu of CEU fee of \$100.00 per license classification

**FEE CALCULATION (please check those that apply):**

- \$50 Business License Fee (base fee)
- \$25 Contractor License Fee (\$25 for each license classification ie: Mechanical & Plumbing = \$50)
- \$100 Contractor fee in lieu of completion of 8 hours of annual continuing education (CEU) for each license classification

\_\_\_\_\_ Penalty for delinquent license is 5% per month not to exceed 25% (is delinquent 60 days after expiration)

\_\_\_\_\_ Total fee

I declare under penalty of perjury that to the best of my knowledge and belief the statements made herein are true and correct.

X \_\_\_\_\_ X \_\_\_\_\_ \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Signature of Owner(s) or Corporation Agent/Owner Title Date

*The filing of this application or the granting of a business license neither confirms nor approves the use of land as regulated under the provisions of the zoning code, and is further subject to all applicable federal, state and local laws and regulations which apply to specific occupations and businesses. Payment by Check – make check payable to City of Lee’s Summit.*

**FOR OFFICE USE ONLY**

License Effective from \_\_\_\_\_/\_\_\_\_\_/\_\_\_ to \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Fee Remitted \$\_\_\_\_ License # \_\_\_\_\_



# LEE'S SUMMIT MISSOURI

Dear Business Owner:

Enclosed you will find the business license renewal application for the license year July 01, 2019 through June 30, 2020. Please take a moment to review the information. Pay particular attention to the business address noting any corrections or additions.

### **WORKERS' COMPENSATION AFFIDAVIT FORM FOR CONTRACTORS**

Under the Missouri Workers' Compensation Law (sec 287.061 RSMo.), a contractor in the construction industry seeking a Business License must provide proof of workers compensation insurance coverage, an affidavit or exemption form. Please complete the enclosed form or submit proof of workers compensation insurance coverage with the City of Lee's Summit being certificate holder along with your application renewal.

### **INFORMATION FOR GENERAL, BUILDING, RESIDENTIAL, ELECTRICAL, PLUMBING AND MECHANICAL CONTRACTORS**

General, Building, Residential, Electrical, Plumbing and Mechanical contractors (as defined below) will need to provide documentation on the "master" for their company; the City of Lee's Summit has a reciprocal agreements with various jurisdictions including but not limited to, Independence, MO, and Johnson County, KS, in which we accept proof of Master/Craftsman's License; or a score of at least 70% on the Prometric, ICC Contractor, or equivalent exam. Business licenses will not be processed without "master" certification documentation. The insurance requirement is \$300,000 General Liability, \$300,000 Property Damage and \$100,000 Contractual coverage, with the City of Lee's Summit being certificate holder. Proof of insurance, contractor certification and business license documentation should be sent to the **Development Center**.

### **Contractors wishing to obtain a new license:**

New contractors wishing to obtain a business license will be required to show proof that one full time employee within the firm possesses:

- a certificate of competency from a nationally recognized testing institution with a 70 percent score; or,
- holds a bachelor's degree in engineering, architecture or construction science from an accredited college or university.

### **Contractors wishing to renew their 2018/2019/2018/2019 contractor license:**

Any contractors who currently hold a contractor license and wish to renew their license shall provide evidence of obtaining the required 8 hours of continuing education in the past twelve months to the **Development Services Department**. Contractors who are unable to provide evidence of recognized continuing education may renew their contractor license, however an additional \$100 renewal fee will be applied for failure to complete required continuing education.

Per Section 7-130.4 of the Lee's Summit Code of Ordinances there shall be four (4) separate classes of licenses authorized for contractors as provided below. When obtaining or renewing your business license you must designate which class of license(s) is being requested.

- **Class A - General Contractor.** A General Contractor License shall entitle the holder thereof to construct, remodel, demolish or repair any structure. Said contractor shall not engage in any mechanical (HVAC), plumbing, or electrical services unless also properly licensed as a Class D Contractor.
- **Class B – Building Contractor.** A Building Contractor License shall entitle the holder thereof to construct, remodel, demolish or repair all structures not exceeding three stories in height. A Class B License shall also entitle the license holder to perform non-structural remodeling, tenant finish, and repairs of all structures. Said contractor shall not engage in any mechanical (HVAC), plumbing, or electrical services unless also properly licensed as a Class D Contractor.
- **Class C – Residential Contractor.** A Class C License shall entitle the holder thereof to construct, remodel, demolish or repair any single family, duplex, or townhouse structure and buildings accessory thereto. Said contractor shall not engage in any mechanical (HVAC), plumbing, or electrical services unless also properly licensed as a Class D Contractor.
- **Class D – Mechanical, Electrical and Plumbing Contractors.** A Class D License shall entitle the holder thereof to perform mechanical (HVAC) services, plumbing services, or electrical contractor services. Said contractors shall be specifically licensed for each trade in which they desire to perform work and shall not engage in any work entitled by Class A, Class B, or Class C contracting services unless also properly licensed to perform said work.

***\*\*\* Contractors performing roofing, painting, insulation, guttering, door/window replacement, lawn irrigation, and other similar work are not required to be licensed as noted above. If you are unsure as to whether or not your business requires a Class A, B, C or D contractor license, please contact the Development Center 816-969-1220.***

To avoid delay in permit processing or completion of inspections, please insure that all subcontractors are licensed in the City of Lee's Summit.

#### **CONTRACTOR BUSINESS LICENSE FEES**

Please be advised that the business license fees for all contractors (as defined above) will be calculated as follows:  
\$50.00 (base license fee) + \$25.00 (per class designation)

#### **BUSINESS LICENSE FEES INFORMATION**

As governed by City Ordinance #28-30, the base license fee is \$50.00. Businesses are required to have a separate license for each location.

All renewals not received by August 30, 2019 will be considered delinquent and subject to penalty. Penalty is 5% per month not to exceed 25%. Please make checks payable to "City of Lee's Summit".

If you will **not** be doing business in Lee's Summit during the next Business License year and you are not located in Lee's Summit, **please send notification.** If you should have questions regarding your renewal, please contact the Development Services Department at 816-969-1220.

**Thank you for your prompt attention.**



MISSOURI DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS  
DIVISION OF WORKERS' COMPENSATION  
**AFFIDAVIT OF EXEMPTION FOR WORKERS' COMPENSATION INSURANCE  
PURSUANT TO § 287.061, RSMo**

Before me, the undersigned authority, personally appeared ( \_\_\_\_\_ )  
*Name of Affiant*

who, being duly sworn on this oath states as follows:

1. My name is \_\_\_\_\_. I am of legal age and sound mind, capable of making this affidavit, and personally acquainted with the facts herein stated.

2. I am the sole proprietor, owner or partner of ( \_\_\_\_\_ ),  
*Name of Business*

a business engaged in construction industry that is not required to purchase workers' compensation insurance coverage for the following reason:

*(Check One)*

I am a sole proprietor and have no employees.

I am a partner in a partnership with no employees.

I have filed a Notice of Employer's Exemption with the Missouri Division of Workers' Compensation for ( \_\_\_\_\_ )

*Name of Corporation*

to be withdrawn from coverage because there are no more than two owners of the corporation who are also the only employees. A copy of the Notice of Employer's Exemption \_\_\_\_\_ is attached.  
*Date*

3. I have not filed a notice to withdraw the exemption for my corporation with the Missouri Division of Workers' Compensation.

4. I understand that providing fraudulent information on this affidavit is unlawful under §§287.128 and 287.061 (3), RSMo, and is punishable with up to a year in jail and a \$10,000 fine for the first offense.

\_\_\_\_\_  
*Affiant*

\_\_\_\_\_  
*Date*

STATE OF MISSOURI                    )  
  )  
COUNTY OF \_\_\_\_\_)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20

My Commission Expires:

\_\_\_\_\_  
Notary Public

(SEAL)

**AFFIDAVIT OF EXEMPTION  
WORKERS' COMPENSATION INSURANCE  
APPLICABLE STATUTORY PROVISIONS**

**Excerpts**

**Construction Licensing Requirement:** § 287.061. 1. Any city or county which issues an occupational or business license for a contractor in the construction industry shall require a certificate of insurance for workers' compensation coverage or an affidavit, the form of which shall be developed by the division, signed by the applicant attesting that the contractor is exempt. No city or county shall have the duty to investigate any certificate of insurance or affidavit filed pursuant to this section.

2. Any contractor who fails to comply with the provisions of subsection 1 of this section shall be denied such a license until he or she furnishes a certificate of insurance.

3. It is unlawful, pursuant to section 287.128, for any contractor to provide fraudulent information pursuant to this section.

**Definition of Employer:** § 287.030.1. The word "employer" as used in this chapter shall be construed to mean:

(1) Every person, partnership, association, corporation, limited liability partnership or company, trustee, receiver, the legal representatives of a deceased employer, and every other person, including any person or corporation operating a railroad and any public service corporation, using the service of another for pay;

(2) The state, county, municipal corporation, township, school or road, drainage, swamp and levee districts, or school boards, board of education, regents, curators, managers or control commission, board or any other political subdivision, corporation, or quasicorporation, or cities under special charter, or under the commission form of government;

(3) Any of the above-defined employers must have five or more employees to be deemed an employer for the purposes of this chapter unless election is made to become subject to the provisions of this chapter as provided in subsection 2 of section 287.090, except that construction industry employers who erect, demolish, alter or repair improvements shall be deemed an employer for the purposes of this chapter if they have one or more employees. An employee who is a member of the employer's family within the third degree of affinity or consanguinity shall be counted in determining the total number of employees of such employer.

**Sole Proprietor and Partner Exclusion:** § 287.035. 1. The benefits provided by this chapter resulting from work-related injuries shall apply to partners or sole proprietors, only when such partners or sole proprietors have individually elected to procure insurance policy protection for themselves against injuries sustained while in the pursuit of their vocation, profession or business.

**Corporate Exemption (Two Owners/Employees):** § 287.090. 5. A corporation may withdraw from the provisions of this chapter, when there are no more than two owners of the corporation who are also the only employees of the corporation, by filing with the division notice of election to be withdrawn. The election shall take effect and continue from the date of filing with the division by the corporation of the notice of withdrawal from liability under this chapter. Any corporation making such an election may withdraw its election by filing with the division a notice to withdraw the election, which shall take effect thirty days after the date of the filing, or at such later date as may be specified in the notice of withdrawal.

**Criminal Penalties:** § 287.128. 1. It shall be unlawful for any person to:

(8) Knowingly make or cause to be made any false or fraudulent material statement or material representation for the purpose of obtaining or denying any benefit;

3. Any person violating any of the provisions of subsections 1 and 2 of this section or section 287.129, shall be guilty of a class A misdemeanor and, in addition, shall be liable to the state of Missouri for a fine not to exceed ten thousand dollars or double the value of the fraud whichever is greater. Any person who has previously pled guilty to or has been found guilty of violating any of the provisions of subsections 1 and 2 of this section or the provisions of section 287.129 and who subsequently violates any of the provisions of subsections 1 and 2 of this section or the provisions of section 287.129 shall be guilty of a class D felony.

4. Any person who knowingly misrepresents any fact in order to obtain workers' compensation insurance at less than the proper rate for that insurance shall be guilty of a class A misdemeanor. Any person who has previously pled guilty to or has been found guilty of violating any of the provisions of this section or the provisions of section 287.129 and who subsequently violates any of the provisions of this section or the provisions of section 287.129 shall be guilty of a class D felony.

5. Any employer failing to insure his liability pursuant to this chapter shall be guilty of a class A misdemeanor and, in addition, shall be liable to the state of Missouri for a penalty in an amount equal to twice the annual premium the employer would have paid had such employer been insured or twenty-five thousand dollars, whichever amount is greater. Any person who has previously pled guilty to or has been found guilty of violating any of the provisions of this section or the provisions of section 287.129 and who subsequently violates any of the provisions of this section or the provisions of section 287.129 shall be guilty of a class D felony.