



LEE'S SUMMIT MISSOURI

Dear Business Owner:

Enclosed you will find the business license renewal application for the license year July 01, 2024 through June 30, 2025. 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 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 2023/2024/2023/2024 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, 2024 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".

****IMPORTANT!** If you would like to **RENEW** your Business License online, please visit <https://devservices.cityofls.net/renew-business-license.html> for instructions.

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.



Expiration date: 06/30/2024

Business License Renewal
 220 SE Green Street
 Lee's Summit, MO 64063
 Phone 816.969.1220 / Fax 816.969.1221 / www.cityofls.net

~~SALLEE HOMES~~ *Sallee Development, Inc*
 Licensing
 P O BOX 6437
 LEES SUMMIT, MO 64064

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: ~~2751 NE DOUGLAS ST 1 LEES SUMMIT, MO 64064~~ *200 NE Missouri Rd ste 304*
 Business E-Mail Address: ~~DEBBIE@SALLEEDEVELOPMENT.COM~~ *Lee's Summit, mo 64066*
 Legal Name of Business: (if different than DBA):
 Type of Organization: Construction
 Please provide your NAIC Code:

Renew on-line communications email address: _____
 (If you would like to renew on-line, you must provide an email above. This email address could be different than the Business Email Address. This email address is the person that is responsible for Business Licenses/Renewals at your place of business)

****IMPORTANT!** If you would like to RENEW your Business License online, please visit <https://devservices.cityofls.net/renew-business-license.html> for instructions.

Business Phone Numbers :

Primary	Cell	Fax
8165252891		

Contact Information :

Primary	Secondary	Emergency
DEBBIE ROSE , Phone:(816) 525-2891 <i>Bailey Horlander</i>	TYLER SALLEE, Phone:(816) 525-2891	RANDY SALLEE, Phone:(816) 699-6363

(Continued on back page)

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

new home construction / Development

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 - 3500

Employee Headcount for this location:

Full Time: 012

Part Time: 1

Temporary:

IF PHYSICAL ADDRESS HAS CHANGED WITHIN LEE'S SUMMIT, PLEASE SUBMIT A NEW ZONING FORM. Zoning forms located on website at www.cityofls.net.

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 [Signature]
Signature of Owner(s) or Corporation Agent/Owner

X President
Title

6 / 10 / 25
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 # _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/4/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER AssuredPartners of Missouri, LLC 404 W Broadway Blvd Sedalia MO 65301	CONTACT NAME: PHONE (A/C No, Ext): 660-827-2224 FAX (A/C No): 660-827-1785 E-MAIL ADDRESS: agency-sed@assuredpartners.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED SALLHOM-01 Sallee Homes, Inc. Sallee Development, Inc. PO Box 6437 Lee's Summit MO 64064	INSURER A : Owners Insurance Co	32700
	INSURER B : AutoOwners Insurance Company	18988
	INSURER C :	
	INSURER D :	
INSURER E :		
INSURER F :		

COVERAGES

CERTIFICATE NUMBER: 504914269

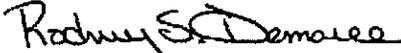
REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			75009336	4/19/2025	4/19/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			4136115202	4/11/2025	4/11/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

City of Lee's Summit 220 SE Green Street Lee's Summit MO 64063-2703	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	---

© 1988-2015 ACORD CORPORATION. All rights reserved.



**Contractor
Licensing**

Student Transcript

Contractor Licensing Program Class History

Friday, December 20, 2024

RANDALL SALLEE

Licensee

SALLEE HOMES, INC.
PO BOX 6437
LEES SUMMIT, MO 64064
(816) 525-2891

CLASS TITLE	CLASS DATE	HOURS
(2008) 01-17-08 17-1A 2006 IRC Update	January 17, 2008	4.00
(2008) 01-17-08 17-1B Common Framing Errors	January 17, 2008	4.00
(2008) 02-13-08 13-2A Residential Foundations (A,B,C Code Credit)	February 13, 2008	4.00
(2008) 02-13-08 13-2B Residential Foundation Backfill and Drainage (A,B,C Code Credit)	February 13, 2008	4.00
(2009) 12-16-09 Home Builders Association of Greater Kansas City - Constructing NAHB Green Building Certified Homes in the KC Market	December 16, 2009	4.00
(2010) 02-12-10 12-201A Common Framing Errors in 2009 IRC (DR Code)	February 12, 2010	4.00
(2010) 06-17-10 HOME BUILDERS ASSOCIATION OF GREAT KANSAS CITY - ENERGY STAR FOR NEW HOMES	June 17, 2010	2.00
(2011) 02-02-11 02-4B The Continous Load Path (DR DW Code Credit)	February 02, 2011	2.00
(2011) 02-03-11 03-2A 2009 International Residential Code Update and Common Framing Errors (DW Code Credit)	February 03, 2011	8.00
(2011) 02-04-11 04-6C The Wall as a System (Code Credit)	February 04, 2011	4.00
(2012) 02-15-12 15-3A 2012 International Energy Conservation Code Fundamentals (A, B, C, DE, DM, DP Code Credit)	February 15, 2012	8.00
(2013) 02-20-13 20-1A INTERNATIONAL ENERGY CONSERVATION CODE FUNDAMENTALS A, B, C, DE, DM, DP CODE CREDIT	February 20, 2013	8.00
(2013) 10-28-13 28-3A SIGNIFICANT CHANGES TO THE 2012 INTERNATIONAL FIRE CODE (A,B,C, DF CODE CREDIT)	October 28, 2013	4.00
(2013) 10-28-13 28-3B INTERIOR FINISHES IN THE 2012 INTERNATIONAL FIRE CODE (A,B,C,DF CODE CREDIT)	October 28, 2013	4.00

SALLEE HOMES, INC.
PO BOX 6437
LEES SUMMIT, MO 64064
(816) 525-2891

(2014) 01-01-14 JCCL IN HOUSE VIDEOS - 2011 NEC ARTICLE 90-810 8 HOURS	January 03, 2014	8.00
(2015) 10-30-15 30-1A Johnson County Certified Erosion and Sediment Control Inspector Certification and Recertification (8 Hours A, B, C, DE, DM, DP, DR, DS, DW Code Credit)	October 30, 2015	8.00
(2016) 01-01-16 HOMES FOR TROOPS	January 01, 2016	8.00
(2016) 10-24-16 24-3A To use REScheck or not to use REScheck.....That is the question (A, B, C, DM, DR, DW Code Credits)	October 24, 2016	4.00
(2016) 10-24-16 24-3B Commercial Energy Code Compliance Made Simple (A, B, C, DM, DR, DW Code Credits)	October 24, 2016	4.00
(2018) 02-20-18 20-2A Understanding Residential Design Criteria Can Save You Money (A, B, C, DW Code Credit)	February 20, 2018	8.00
(2018) 02-21-18 21-1A 2018 IRC Transition from the 2012 IRC (A, B, C, DR, DW Code Credit)	February 21, 2018	8.00
(2018) 10-30-18 30-1A Residential and Commercial Roofs Damage Assessment (A, B, C, DR Code Credit)	October 30, 2018	8.00
(2019) 04-03-19 03-1A Transition from the 2012 to 2018 Edition of the IRC (A, B, C, DE, DM, DP, DR, DW Code Credits)	April 03, 2019	8.00
(2020) 03-09-20 09-2A IRC Essentials (A, B, C, DE, DM, DP, DR, DW Code Credit)	March 09, 2020	8.00
(2020) 10-27-20 27-1C 2018 IRC Update (A, B, C, DE, DM, DP, DR, DW Code Credits)	October 27, 2020	4.00
(2020) 10-29-20 29-4B Erosion Control Certification (A, B, C, DE, DF, DM, DP, DR, DS, DW Code Credits)	October 29, 2020	4.00
(2021) 11-01-21 01-4A Heat Loss Gain (A, B, C, DM Code Credit)	November 01, 2021	4.00
(2021) 11-01-21 01-4B How to Size Ducts - Low Pressure (A, B, C, DM Code Credit)	November 01, 2021	4.00



**Contractor
Licensing**

Student Transcript

Contractor Licensing Program Class History

Friday, December 20, 2024

RANDALL SALLEE

Licensee

SALLEE HOMES, INC.

PO BOX 6437

LEES SUMMIT, MO 64064

(816) 525-2891

(2023) 03-27-23 27-1A 2021 IRC Significant Changes (ALL Code Credit)	March 27, 2023	8.00
(2023) 11-01-23 01-6A IRC, Chapters 12-24 (A,B,C,DM,DP Code Credit)	November 01, 2023	8.00
(2024) 10-21-24 21-3A NFPA 70E (A,B,C, DE, DFA Code Credit)	October 21, 2024	8.00



**Contractor
Licensing**

Student Transcript

Contractor Licensing Program Class History

Friday, December 20, 2024

SPENCER YOHN

Licensee

SALLEE HOMES, INC.
PO BOX 6437
LEES SUMMIT, MO 64064
(816) 525-2891

CLASS TITLE	CLASS DATE	HOURS
(2018) 10-31-18 31-3A Deck Design and Construction (A, B, C, DW Code Credit)	October 31, 2018	4.00
(2018) 11-01-18 01-2A Remodeling Basements: Planning through Punch list; 2018 IRC (A, B, C, DE, DM, DP, DW Code Credit)	November 01, 2018	4.00
(2020) 01-01-20 JCCL IN HOUSE VIDEOS - TRANSITION FROM THE 2012 TO THE 2018 IRC; 2018 IRC SIGNIFICANT CHANGES, (A, B, C, DE, DM, DP, DR, DS, DW CODE CREDIT)	January 02, 2020	8.00
(2020) 03-11-20 11-1A Principles of Materials and Structures (A, B, C, DW Code Credit)	March 11, 2020	8.00
(2021) 04-01-21 2018 IRC Transition from the 2012 IRC (A, B, C, DE, DM, DP, DR, DW Code Credits)	April 01, 2021	8.00
(2021) 11-01-21 01-6A A Contractors Guide to the 2021 IECC - How it Works and What's New (A, B, C Code Credit)	November 01, 2021	8.00
(2023) 11-01-23 01-6A IRC, Chapters 12-24 (A,B,C,DM,DP Code Credit)	November 01, 2023	8.00
(2024) 09-24-24 JCCL ONLINE 2021 IRC Chapter 12-24 (A,B,C,DM,DP Code Credit)	September 24, 2024	8.00