

**Article 709**  
**Registration of Contractors**

- 709.01 Definitions.**  
**709.02 Registration; restrictions.**  
**709.03 City registration issuance; fees.**  
**709.04 Registration revocations; appeal.**  
**709.05 Handyman registration.**
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**709.01 DEFINITIONS.**

For the purpose of this article, “contractor” means any person who undertakes to, or offers to undertake, or submits a bid to or does himself or by or through others, furnishes work, or both materials and work, in the erection, construction, repair or alteration of structures including, but not limited to, buildings, sidewalks, roads, etc., of every kind within the corporate limits of the Town/City.

(Ord. 1989-04. Passed 3-28-89)

**709.02 REGISTRATION; RESTRICTIONS.**

No person shall engage in the business of contractor without first obtaining a registration as hereinafter provided, nor shall a person continue to engage in any such activity after his registration has expired, been suspended or revoked. It shall be the responsibility of every general contractor to hire only such subcontractors as are registered under this Code. All contractors shall be current on their Town/City business and occupation taxes before a registration will be issued.

(Ord. 1989-04. Passed 3-28-89.)

**709.03 CITY REGISTRATION ISSUANCE; FEES.**

(a) An application for a contractor’s registration shall be made to the office of the Building Inspector, on such forms as may be required or prescribed by the Mayor and shall be available for public inspection.

(b) Upon approval of the application for a contractor’s registration by the Mayor, a fee of forty dollars (\$40.00) for each year thereafter shall be paid to the City Treasurer, whereupon the registration shall be issued. Such application form should include, but may not be limited to, the following information and such applicant shall state such information on the application.

(Passed 5-23-00)

- (1) Name of individual applying and company name is desired.
- (2) Address and telephone number.
- (3) Federal identification number and social security number.
- (4) Two personal references.
- (5) Bank references.

(c) Contractor's registration shall be valid for a period of one year beginning July 1, of each year. No registration issued hereunder shall be transferable. A contractor may not be issued a building permit unless he possesses a valid contractor's registration. **No fee shall be prorated.**

(Ord. 1989-04. Passed 3-28-89.)

#### **709.04 REGISTRATION REVOCATION; APPEAL.**

(a) A registration issued pursuant to this section may be revoked by the Mayor if he/she finds that the contractor is guilty of fraudulent use of his registration, incompetency in the exercise of the privileges of such registration, fraud or misrepresentation in securing the registration or permits granted under the Building Code, refusal to conform his work to the requirements of law, or breaches of such other duties placed on the contractor by this Building Code or general law. Any such revocation shall be preceded by written notice of the anticipated revocation sent by certified mail to the contractor's last known address at least fifteen days prior to revocation, but not before the Building Inspector has made every effort to serve the contractor in person. Such notice shall inform the contractor of the grounds for revocation and his right to an appeal to the Town/City Council. A revocation of a registration shall not entitle a contractor to a refund of any part of the fees.

(b) If the Mayor refuses to register any contractor or if a contractor is notified by the Mayor that he was not in compliance with any provision of this article, such contractor shall have the same right of appeal as under a revocation of a registration. If any decision of the Town/City Officials is adverse to any contractor, the contractor may apply to the Circuit Court of Harrison County for review of such decision in the appropriate manner within thirty days of such decision.

(c) The Mayor shall advise the contractor of his/her/its right under this section on any notice given to such contractor relating to the review of the Mayor's decision.

(Ord. 1989-04. Passed 3-28-89.)

#### **709.05 HANDYMAN REGISTRATION.**

Upon approval of the application for a Handyman Contractor's registration by the Mayor, a fee of twenty-two dollars and fifty cents (\$22.50) for each year shall be paid to the Town/City Treasurer, whereupon the registration shall be issued. This application shall contain the same information as for a Contractor. (Passed 5-23-00)