



City of Gulfport  
 Urban Development  
 Building Code Services  
 1410 24th Avenue  
 Gulfport, MS 39501

## Application for Contractor's License

### Requirements to Obtain a Contractor's License

**\*WILL NOT BE ACCEPTED UNLESS COMPLETED WITH ALL DOCUMENTS\***

- Completion in its entirety of the application **including notarization.** *Must be in the name of the qualifying party( individual tested) for the company.*
- Submission of current certifications and licenses with registration numbers (if any).
- *Provide five letters of reference* addressed to the Building Official of the City of Gulfport (Gary Anderson). The letters may be from businesses you have performed work for or from homeowners. The letters must include the name, title or position, addresses and phone numbers of the persons who have personal knowledge of the applicant's character, experience, skills and abilities. Letters not written on business letterhead must be notarized. **The letters are not required if the applicant holds a Certificate of Responsibility (COR) form the State of Mississippi's Board of Contractors.**
- Submission of a Certificate of Insurance with *Public Liability Insurance* with \$100,000 single occurrence and \$300,000 aggregate with completed operations coverage. **The Certificate of Insurance shall identify the City of Gulfport as the certificate holder using the following information:**

City of Gulfport  
 Department of Urban Development  
 Building Code Services  
 1410 24<sup>th</sup> Avenue  
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- Submission of a copy of a *current business privilege license* from the jurisdiction (municipal or county) where your corporate business and /or company headquarters is located.
- Submission of a valid photo identification *of the qualifying party.*
- Payment of \$100.00 contractor's licensing fee. **(Exempt if you hold a Certificate of Responsibility (COR) from the State of Mississippi's Board of Contractors.)**
- **OPTIONAL:** Submission of a notarized letter from the qualifying party authorizing others to act on his/her behalf. This letter must specifically including items such as obtaining or renewing licenses, obtaining permits, call in inspections ....etc.

If you have any questions, you may contact Building Code Services at

**PHONE:** 228-868-5715 or 228-868-5714  
**FAX:** 228-868-5716

**COMPLETE AND SIGN THE APPLICATION ON THE REVERSE SIDE OF THIS PAGE.**

**APPLICATION FOR CONTRACTOR'S LICENSE**

Instructions to Applicant

**FILL THIS APPLICATION IN YOUR OWN HANDWRITING IN INK.** Before you submit your application, see that all information called for has been completed. If your application is incomplete, it may be returned to you for completion, which will cause delay. This application constitutes a part in your being considered for a license. **FOLLOW INSTRUCTIONS CAREFULLY.** Applications and tests cannot be returned to applicants.

All statements are subject to investigation and verification. **BE SURE TO ADVISE BUILDING CODE SERVICES OF ANY CHANGES IN YOUR ADDRESS.**

**NAME OF APPLICANT**

\_\_\_\_\_  
Printed Name of Applicant (First, Middle, Last)

\_\_\_\_\_  
Company

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
P.O. Box

\_\_\_\_\_  
City State Zip code

\_\_\_\_\_  
Home Phone Work/Cell Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Email

**TYPE OF LICENSE APPLYING FOR (Initial Box)**

- \_\_\_\_\_ Master Electrical
- \_\_\_\_\_ Master Plumbing
- \_\_\_\_\_ Mechanical/HVAC
- \_\_\_\_\_ Hood & Duct
- \_\_\_\_\_ Fixed Suppression
- \_\_\_\_\_ Fire Sprinkler
- \_\_\_\_\_ Fire Alarm
- \_\_\_\_\_ Lawn Irrigation
- \_\_\_\_\_ General Contractor "A"  
Commercial (>\$100,000 &/or 7,500 sf.)
- \_\_\_\_\_ General Contractor "B"  
Light Commercial & Residential
- \_\_\_\_\_ General Contractor "C"  
Residential Remodeler
- \_\_\_\_\_ Roofing
- \_\_\_\_\_ Swimming Pool
- \_\_\_\_\_ Other

**CERTIFICATIONS/LICENSES**

Please name and attach copy of all certifications and licenses with registration numbers which you currently hold.

**CERTIFICATION/LICENSE REGISTRATION NUMBER**


State below any other facts which you consider to be successful work qualifying you for the license for which you are applying.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I HEREBY CERTIFY** that this application contains no willful misrepresentation or falsification; that the information given by me is true and completed to the best of my knowledge and belief. I am aware that should investigation at any time disclose any such misrepresentation or falsification my application may be rejected and my name removed from the list, and disqualified from applying in the future for a license in the line applied for.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary