

CITY OF PINEVILLE - CONTRACTOR REGISTRATION APPLICATION

P.O. Box 3820, Pineville, LA 71361-3820

Deputy Clerk: Tammy Page

Office (318) 449-5660 / Fax (318) 443-1118

A COP Competency Registration Number will be assigned to each Individual registered to perform work in the City of Pineville. This number will cover all disciplines of work listed per Individual and will be the permanent number for that Registrant. The City will issue a Competency Registration Card with the printed registration number. Annual registration reminders and applicable fee notices will be sent out on November 1st and will be due by December 31st every year. Inspections will ONLY be granted to those Individuals / Contractors who HAVE completed their registration renewal and paid applicable fees before January 30th of the subsequent year. Send payments and documentation to City of Pineville Attn: Tammy Page, P.O. Box 3820, Pineville, LA 71361-3820. You may also email completed application to tpage@pineville.net or go online www.pineville.net.

A. Identification - Contractor		
Business Name	Business Contact Name	
Business Mailing Address - Street, City, State, Zip	Business Phone Number	
Business Email Address	Business Fax Number	
License Holder First Name, Initial, Last Name <small>(Complete 1 form for each person responsible for requesting inspections)</small>	License Holder Phone Number	
License Holder Mailing Address - Street, City, State, Zip	License Holder Mobile Number	
License Holder Email Address		
Active LA State License Number	State License Description	
Active LA State License Number	State License Description	
City of Pineville Registration Type Description (Check all that apply)		***See Registration Information Supplemental***
<input type="checkbox"/> Master Gas Fitter	<input type="checkbox"/> Journeyman Gas Fitter	<input type="checkbox"/> Apprentice Gas Fitter
<input type="checkbox"/> Master Appliance Fitter	<input type="checkbox"/> Journeyman Appliance Fitter	<input type="checkbox"/> Apprentice Appliance Fitter
<input type="checkbox"/> Master Plumber	<input type="checkbox"/> Journeyman Plumber	<input type="checkbox"/> Apprentice Plumber
<input type="checkbox"/> Master Electrician	<input type="checkbox"/> Master Mechanical Contractor	<input type="checkbox"/> Mechanical Contractor

B. Signature of Applicant _____ Copy of Driver's License or photo ID provided Yes No

I acknowledge that all Contractors must be registered to perform work in the COP PRIOR to starting work. All registered documentation is provided with this application. All applicable employees of a business who are responsible for work or requesting inspections shall also be registered individually, if required by that specific discipline.

Signature _____ Date _____

COP Registration Number	Bond - copy provided <input type="checkbox"/> Yes <input type="checkbox"/> No	Insurance - copy provided <input type="checkbox"/> Yes <input type="checkbox"/> No
Registration Fee Enclosed	Check or Cash	COP Received Date

Comments:

COP - CONTRACTOR REGISTRATION INFORMATION SUPPLEMENTAL

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Below is the list of additional information to be submitted with the Contractor Registration Application. State License, bond amount, insurance limits, workers' compensation and applicable fees are listed per Registration Classification Type. See the Louisiana Contractors Licensing Law for details at www.lslbc.louisiana.gov. All inspections must be scheduled through the Rapides Area Planning Commission at 318-487-5401. Permits will be issued at City of Pineville, 910 Main St., Pineville, LA 71360, during the hours of 8:00 a.m. and 4:00 p.m.

<p>HVAC</p>	<ol style="list-style-type: none">1. Mechanical Contractor is required to be State Licensed, regardless of contract work amount.2. Copy of State drivers' license or photo id for each person registered.3. Mechanical Contractors shall provide Surety Bond for \$5,000 and General Liability Insurance coverage made out to COP for \$100,000.4. Also provide Workers Compensation certificate if you have any employees. If you do not have any employees please fill out the exempt form.5. Register every person individually within a company who will be performing work.6. Registration fees: Master Mechanical Contractor = \$10.00, Mechanical Contractor = \$5.00.
<p>Plumber Required!</p>	<ol style="list-style-type: none">1. Any person engaging in any type of plumbing work shall be State Licensed, regardless of contract work amount.2. Copy of State drivers' license or photo id for each person registered.3. Plumbing Contractors shall provide Surety Bond for \$5,000 made out to COP and General Liability Insurance coverage for \$100,000 minimum.4. Also provide Workers Compensation certificate if you have employees. If you do not have any employees please fill out the exempt form.5. Register every person individually within a company who will be performing work.6. Registration fees: Master Plumber = \$10.00, Journeyman Plumber = \$5.00, Apprentice Plumber = \$2.00.
<p>Gas (Plumber) Required!</p>	<ol style="list-style-type: none">1. Any person engaging in any type of gas work shall be State Licensed, regardless of contract work amount.2. Copy of State drivers' license or photo id for each person registered.3. Gas Contractors shall provide Surety Bond for \$5,000 made out to COP and General Liability Insurance coverage for \$100,000 minimum.4. Also provide Workers Compensation certificate if you have employees. If you do not have any employees please fill out the exempt form.5. Register every person individually within a company who will be performing work.6. Registration fees: Master Gas Fitter = \$5.00, Journeyman Gas Fitter = \$5.00, Apprentice Gas Fitter = \$2.00.7. Registration fees: Master Appliance Gas Fitter = \$5.00, Journeyman Appliance Gas Fitter = \$5.00, Apprentice Appliance Gas Fitter = \$2.00.
<p>Electrician Required!</p>	<ol style="list-style-type: none">1. Electrical Contractors are required to be State Licensed, regardless of contract work amount.2. Copy of State drivers' license or photo id for each person registered.3. Electrical Contractors shall provide Surety Bond for \$5,000 made out to COP and General Liability Insurance coverage for \$100,000 minimum.4. Also provide Workers Compensation certificate if you have employees. If you do not have any employees please fill out the exempt form.5. Register only the Master Electrician.6. Registration fees: Master Electrician = \$200.00 for the first year then a yearly renewal fee of = \$25.00.