

It's time to renew your Competency Registration Cards for all Gas, Plumbers and Electricians working within the City of Pineville as per City Ordinances.



Renewal Due Date is
January 1, 2019

City of Pineville Contractor Competency Registration Renewal

Please send a copy of your State License, General Liability Insurance, Workers' Compensation and Surety Bond along with payment. Include a copy of a photo id or drivers' license of each person being registered.

Plumbers:

Complete a form for yourself, as a business owner, and each of your employees who will be performing the work. Attach a copy of a photo id for each registrant.

Electricians:

Complete a form for only the person who is holding the license for the company to do work. Attach a copy of a photo id for each registrant.

Insurance and Surety Bond amounts:

\$100,000 General Liability + \$5,000 minimum Surety Bond

2019 Renewal Fees:

- Master Plumber \$10.00
- Journeyman Plumber \$5.00
- Apprentice Plumber \$2.00
- Master Gas Fitter \$5.00
- Journeyman Gas Fitter \$5.00
- Apprentice Gas Fitter \$2.00
- Master App Fitter \$5.00
- Journeyman App Fitter \$5.00
- Apprentice App Fitter \$2.00
- Master Electrician \$25.00

Send payment and paperwork to:

City of Pineville
Attn: Tammy Page
P.O. Box 3820

Pineville, LA 71360

NO INSPECTIONS WILL BE MADE IF RENEWAL OF COMPETENCY REGISTRATION IS NOT COMPLETED.





City of Pineville
 910 Main Street, Pineville, LA 71360
 Office: 318-449-5660 Fax: 318-443-1118

tpage@pineville.net

Contractor Competency Registration Abbreviations - Effective 2019

Abbreviation	Registration Type Description
	Electrical
ELME	Licensed Master Electrician
	Mechanical Contractors - HVAC
MMMC	Master Mechanical Contractor
MJMC	Mechanical Contractor
	Plumbing Contractors
PLMP	Licensed Master Plumber
PLJP	Licensed Journeyman Plumber
PAPP	Apprentice Plumber
	Gas Contractors
GMGF	Master Gas Fitter
GJGF	Journeyman Gas Fitter
GAGF	Apprentice Gas Fitter
GMAF	Master Appliance Fitter
GJAF	Journeyman Appliance Fitter
GAAF	Apprentice Appliance Fitter

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) <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	***See Registration Information Supplemental***

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
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Registration Fee Enclosed	Check or Cash	COP Received Date
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Comments:

COP - CONTRACTOR REGISTRATION INFORMATION SUPPLEMENTAL

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

Deputy Clerk: Tammy Page

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

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.

CITY OF PINEVILLE INSURANCE REQUIREMENTS

ALL ACTIVE MASTER PLUMBERS, MASTER GAS OR MASTER ELECTRICIAN are required to maintain Certificates of Insurance demonstrating coverage for GENERAL LIABILITY, WORKER'S COMPENSATION AND SERVICE VEHICLE LIABILITY INSURANCE with the City of Pineville's office. Certificates of Insurance that do not stipulate a termination of coverage date (i.e., continuous, continuous until canceled, etc.) will be accepted for the current license year only. City of Pineville must be listed as certificate holder on the insurance certificate.

NOTE: A copy of the proof of insurance card for each service vehicle may be submitted in lieu of a certificate for vehicle liability coverage. If you are self-employed and have no employees the completion of the following affidavit will suffice for a certificate. The affidavit will expire upon change of requirement status or on December 31 of the license year, whichever occurs first. A new affidavit is required for each renewal year.

I, _____, Master Plumber, Master Gas or Master Electrician (please circle the applicable ones) am self-employed and I have no employees; therefore, I am exempt from the requirement to carry worker's compensation insurance. If in the future, I should hire any employees, I will obtain worker's compensation insurance coverage and submit a certificate of insurance to the City of Pineville immediately.

Signature

Date