**Finance Department**
602 S Main Street
Joplin, Missouri 64801
417-624-0820, ext. 1242
Fax: 417-624-4620
jwagler1@joplinmo.org

# Requirements for General Builder-COMMERCIAL Business License

A City of Joplin, Missouri GENERAL BUILDER seeking to perform COMMERCIAL building and remodeling:

**#1: Submit Business License Application to Finance Department**

**#2: $10,000 License & Permit Bond**

This is sometimes called a Surety Bond. The bond can be purchased from an insurance company.

To Say: General Builder (Commercial Build & Remodel)

**#3: Certificate of Public Liability & Workers Compensation Insurance**

Liability Insurance – The City of Joplin must be listed as the certificate holder. The coverage must be at least $300,000 combined single limits for bodily injury or property damage.

Workers' Compensation Insurance – Contractors with more than one employee must provide proof of workers' compensation insurance.

An affidavit/waiver must be signed if exempt from workers' compensation insurance. Exemptions: sole proprietors or single owners and members of a partnership (not included in employee count).

**#4: Business License Fee**

The fee for a General Builder-Commercial business license is $500.00 per year. The City of Joplin license year runs from April to April. The fee is due on April 15th each license year. Please see below for prorated license fee amounts.

| Fee Classification (Prorated) | General Builder (Commercial) | |
|---|---|---|
| Per Year | $500.00 | |
| 9-Month License | $375.00 | 9-Month: license issued from Aug 15th thru April 14th |
| 6-Month License | $250.00 | 6-Month: license issued from Nov 15th thru April 14th |
| 3-Month License | $125.00 | 3-Month: license issued from Feb 15th thru April 14th |

Make Checks Payable to CITY OF JOPLIN

The City of Joplin accepts the following payment methods: cash, check, Visa, MasterCard, Discover Card, or American Express. Upon completion of these requirements, work in the City of Joplin may start immediately.

IMPORTANT: Subcontractors cannot work under a General Builder's business license. Each Subcontractor must have a City of Joplin Subcontractor business license.

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# Requirements for General Builder-RESIDENTIAL Business License

A City of Joplin, Missouri GENERAL BUILDER seeking to perform RESIDENTIAL building and remodeling:

**#1: Submit Business License Application to Finance Department**

**#2: $10,000 License & Permit Bond**

This is sometimes called a Surety Bond. The bond can be purchased from an insurance company.

To Say: General Builder (Residential Build & Remodel)

**#3: Certificate of Public Liability & Workers Compensation Insurance**

Liability Insurance – The City of Joplin must be listed as the certificate holder. The coverage must be at least $300,000 combined single limits for bodily injury or property damage.

Workers' Compensation Insurance – Contractors with more than one employee must provide proof of workers' compensation insurance.

An affidavit/waiver must be signed if exempt from workers' compensation insurance. Exemptions: sole proprietors or single owners and members of a partnership (not included in employee count).

**#4: Business License Fee**

The fee for a General Builder-Residential business license is $200.00 per year. The City of Joplin license year runs from April to April. The fee is due on April 15th each license year. Please see below for prorated license fee amounts.

| Fee Classification (Prorated) | General Builder (Residential) | |
|---|---|---|
| Per Year | $200.00 | |
| 9-Month License | $150.00 | 9-Month: license issued from Aug 15th thru April 14th |
| 6-Month License | $100.00 | 6-Month: license issued from Nov 15th thru April 14th |
| 3-Month License | $50.00 | 3-Month: license issued from Feb 15th thru April 14th |

Make Checks Payable to CITY OF JOPLIN

The City of Joplin accepts the following payment methods: cash, check, Visa, MasterCard, Discover Card, or American Express. Upon completion of these requirements, work in the City of Joplin may start immediately.

IMPORTANT: Subcontractors cannot work under a General Builder's business license. Each Subcontractor must have a City of Joplin Subcontractor business license.

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# Requirements for Subcontractor Business License

A City of Joplin, Missouri SUBCONTRACTOR seeking to perform SPECIALTY WORK:

**#1: Submit Business License Application to Finance Department**

**#2: $10,000 License & Permit Bond**

This is sometimes called a Surety Bond. The bond can be purchased from an insurance company.

To Say: Subcontractor (Specialty Work – must state what type of work)

**#3: Certificate of Public Liability & Workers Compensation Insurance**

Liability Insurance – The City of Joplin must be listed as the certificate holder. The coverage must be at least $300,000 combined single limits for bodily injury or property damage.

Workers' Compensation Insurance – Contractors with more than one employee must provide proof of workers' compensation insurance.

An affidavit/waiver must be signed if exempt from workers' compensation insurance. Exemptions: sole proprietors or single owners and members of a partnership (not included in employee count).

**#4: Business License Fee**

The fee for a Subcontractor business license is $150.00 per year. The City of Joplin license year runs from April to April. The fee is due on April 15th each license year. Please see below for prorated license fee amounts.

| Fee Classification (Prorated) | Subcontractor (Specialty Work) | |
|---|---|---|
| Per Year | $150.00 | |
| 9-Month License | $112.50 | 9-Month: license issued from Aug 15th thru April 14th |
| 6-Month License | $75.00 | 6-Month: license issued from Nov 15th thru April 14th |
| 3-Month License | $37.50 | 3-Month: license issued from Feb 15th thru April 14th |

Make Checks Payable to CITY OF JOPLIN

The City of Joplin accepts the following payment methods: cash, check, Visa, MasterCard, Discover Card, or American Express. Upon completion of these requirements, work in the City of Joplin may start immediately.

IMPORTANT: Subcontractors cannot work under a General Builder's business license. Each Subcontractor must have a City of Joplin Subcontractor business license.

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# Requirements for Master Electrical, Mechanical, & Plumbing Business License

**#1: Submit Business License Application to Finance Department**

**#2: Trade Examination Test Scores**

First time Master applicants must provide a copy of passing trade examination test scores. Test scores must be reviewed and approved by the City of Joplin Building Department prior to the issuance of this type of business license.

The Building Department is located at Joplin City Hall on the 4th Floor and can be contacted at 417-624-0820, ext. 1521.

**#3: Business License Fee**

The fee for a Master Electrical, Mechanical, or Plumbing business license is $150.00 for the first year and $100.00 each year thereafter. The City of Joplin license year runs from April to April. The fee is due on April 15th each license year. Please see below for prorated license fee amounts.

| Fee Classification (Prorated) | Master (Elect; Mech; Plumb) | | |
|---|---|---|---|
| | 1st Year | Renewal | |
| Per Year | $150.00 | $100.00 | |
| 9-Month License | $112.50 | $75.00 | 9-Month: license issued from Aug 15th thru April 14th |
| 6-Month License | $75.00 | $50.00 | 6-Month: license issued from Nov 15th thru April 14th |
| 3-Month License | $37.50 | $25.00 | 3-Month: license issued from Feb 15th thru April 14th |

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# Requirements for Journeyman Electrical, Mechanical, & Plumbing Business License

**#1: Submit Business License Application to Finance Department**

**#2: Trade Examination Test Scores**

First time Journeyman applicants must provide a copy of passing trade examination test scores. Test scores must be reviewed and approved by the City of Joplin Building Department prior to the issuance of this type of business license.

The Building Department is located at Joplin City Hall on the 4th Floor and can be contacted at 417-624-0820, ext. 1521.

**#3: Company Verification Letter**

All applicants must furnish to the Finance Department a letter from their company on letterhead stating and confirming the applicant is employed by the company.

**#4: Business License Fee**

The fee for a Journeyman Electrical, Mechanical, or Plumbing business license is $25.00 for the first year and $15.00 each year thereafter. The City of Joplin license year runs from April to April. The fee is due on April 15th each license year.

Make Checks Payable to CITY OF JOPLIN

The City of Joplin accepts the following payment methods: cash, check, Visa, MasterCard, Discover Card, or American Express. Upon completion of these requirements, work in the City of Joplin may start immediately.

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# Requirements for Apprentice Electrical, Mechanical, & Plumbing Business License

**#1: Submit Business License Application to Finance Department**

**#2: Company Verification Letter**

All applicants must furnish to the Finance Department a letter from their company on letterhead stating and confirming the applicant is employed by the company.

**#3: Business License Fee**

The fee for an Apprentice Electrical, Mechanical, or Plumbing business license is $5.00 per year. The City of Joplin license year runs from April to April. The fee is due on April 15th each license year.

Make Checks Payable to CITY OF JOPLIN

The City of Joplin will accept payment by cash, check, VISA, MasterCard, Discover Card, or American Express. Upon completion of these requirements, work in the City of Joplin may start immediately.