



Eugene P. Foulcard
Mayor

City of Franklin

OFFICE OF ZONING, PERMITS AND INSPECTIONS
Glenn Todd, Director of Planning & Zoning

P.O. Box 567 • 300 Iberia Street, Franklin, La 70538 • Phone: (337) 828-6303 • Fax: (337) 828-6353

APPLICATION FOR GENERAL CONTRACTOR/SUB-CONTRACTOR LICENSE

Please see reverse for additional information before submitting application.

☐ NEW ☐ RENEWAL

TYPE LICENSE: I certify that I am engaged in the following business in the City of Franklin.

<input type="checkbox"/> Home Improvement/Remodeling	<input type="checkbox"/> Residential Contractor	<input type="checkbox"/> Commercial Contractor
<input type="checkbox"/> Plumbing	<input type="checkbox"/> Mechanical (HVAC)	<input type="checkbox"/> Electrical
<input type="checkbox"/> House Mover/Lifter/Leveler	<input type="checkbox"/> Mobile Home Mover	<input type="checkbox"/> Other: _____

APPLICANT'S NAME: _____

COMPANY NAME: _____

LA. STATE CONTRACTORS LICENSE NUMBER: _____

OFFICE PHONE: _____ CELL: _____ FAX: _____

EMAIL ADDRESS: _____

BUSINESS ADDRESS: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PLEASE PROVIDE:

- ✓ Completed Form, Certificate of Liability Insurance, Occupational License, LA State License or State Registration
- ✓ Fee (**for Plumbers, HVAC & Electricians only**)
 - \$100.00 – If business is domiciled within corporate limits of the City of Franklin
 - \$200.00 – If outside corporate limits of the City of Franklin
 - No charge – Contractors that do not participate in plumbing, HVAC & electrical work.

Please Make Check or Money Order Payable To:

City of Franklin
Attn: Zoning & Permit Office
300 Iberia Street, P.O. Box 567
Franklin, LA 70538

I hereby certify that the information submitted on this application is true and correct, and that I will maintain current Certificate of Insurance, Occupational License and LA State License or State Registration on file with the City of Franklin for the Authorization to Work to remain valid.

OWNER'S SIGNATURE: _____

DATE: _____

PRINT NAME: _____

General Information

- All building contractors without a state license or a home improvement contractor that are not state registered are not allowed to do any residential work over \$7,500 or Commercial work over \$50,000.
- State registered home improvement contractors are allowed to do residential work not in excess of \$75,000. Please note this amount shall include all labor and materials.
- State registered home improvement contractors and state licensed contractors are required to show certificates evidencing workers compensation in compliance with Title 23 of the Louisiana Statutes of 1950 and general liability insurance in a minimum amount of one hundred thousand dollars (\$100,000).
- All required documents must be submitted and application completed and approved prior to issuance of permit.

Sec. 14-8. - Certificate of registration; requirement.

No person shall engage in business in the city as any of the following, or work in any of the following occupations or trades in the city, without a certificate of registration issued by the city:

- (1) Electrical;
- (2) Plumbing;
- (3) Mechanical/heating, ventilation, air conditioning (HVAC)

(Ord. No. 3235, § 1, 12-21-2010; Ord. No. 3243, § 1, 3-15-2011)

Sec. 14-9. - Examination.

No person shall be issued a certificate of registration under this division [article] for any of the following categories until the person has provided the city with the following items when required by the state: a valid state license, a valid occupational license and a current certificate of insurance, all for the trade in which he is requesting the certificate of registration.

- (1) Master electrician;
- (2) Mechanical contractor/heating, ventilation, air conditioning (HVAC);
- (3) Master Plumber;
- (4) Journeyman plumber.

Sec. 14-10. - Fees.

No person shall be issued a certificate of registration under this chapter, until he pays to the city a fee in the amount hereby established:

- (1) Any applicant or business domiciled within the corporate limits of the city shall be assessed an annual fee of \$100.00 per year. If an application is made on or after July 1 of any calendar year, then the fee payable for that calendar year shall be \$50.00.
- (2) Any applicant or business domiciled outside the corporate limits of the city shall be assessed an annual fee of \$200.00 per year. If an application is made on or after July 1 of any calendar year, then the fee payable for that calendar year shall be \$100.00.

Sec. 14-11. - Expiration; renewal.

Certificates of registration issued expire on December 31 of the calendar year for which issued.

For more information or questions about Louisiana contractors licensing /laws go to www.lslbc.louisiana.gov.

With questions about required permits and fees, please call the Franklin Planning and Zoning office at 337-828-6303 or visit Franklin's Code of Ordinances, Chapter 14: Buildings and Building Regulations at www.municode.com/library/la/franklin