



**BUILDING INSPECTION DEPARTMENT**  
**715 Mulberry Street – Waterloo IA 50703**  
**Office: 319-291-4319 ~ Fax: 319-291-4262**

**LICENSED RESIDENTIAL CONTRACTOR PROCEDURE**

1. Determine the type of residential contractor's license that covers the work you plan to perform.
  - **Residential Construction License** This allows you to build, remodel and do roofing on residential structures.
  - **Residential Remodeler License** This allows you to remodel and do roofing on an existing structure. You may not change the footprint of the structure.
  - **Residential Roofing License** This allows you to roof residential properties with any type of approved roofing materials.

Complete the Exam Registration form and return it to the Building Department along with the exam fee of \$50.00, at least one week prior to the exam date you chose.

2. Apply for your State Contractor's Registration number as required by the State of Iowa:

Contractor's Registration Project Coordinator  
1000 East Grand Avenue  
Des Moines IA 50319  
Or Call: 1-515-281-3606 or 1-800-562-4692

3. Have your insurance company complete a "Certificate of Insurance" showing the following items:
  - Minimum \$300,000 general liability insurance
  - Cancellation clause of 30 days
  - INRCOG should be named as "Additional Insured"

This "Certificate of Insurance" must be filed with Iowa Northland Regional Council of Governments. This is a local government agency, which keeps the insurance records for contractors. They are commonly referred to by their acronym – INRCOG and are located at 229 E Park Ave., Waterloo IA 50703. Phone: 319-235-0311 FAX: 319-235-2891

4. Upon passing the exam, please complete and submit a Residential License Application to the above-referenced INRCOG office, including the following information:
  - Your State Registration Number, with expiration date
  - Your exam date and score received
  - \$75.00 license fee payable to City of Waterloo
  - \$25 filing fee payable to IINRCOG

INRCOG will notify you when your Residential Contractor License is ready to pick up. Bring your receipt and Residential Contractor License to the Building Inspection Department and your information will be entered into our permit system, which will then allow you to obtain building permits.