



Waterloo Building Department

715 Mulberry Street
Waterloo IA 50703
319-291-4319
www.cityofwaterlooiowa.com

RESIDENTIAL CONTRACTOR PROCEDURE

For becoming licensed to do residential work inside the city limits of Waterloo

EXAM

The following required exam pertains to residential contractors only. 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 choose.

Builder License. This allows you to build, remodel and do roofing on residential structures.

Remodeler License. This allows you to remodel and do roofing on an existing residential structure. You may not change the footprint of the structure. No decks, no garages.

Roofing License. This allows you to roof residential properties with any type of approved roofing materials.

REGISTRATION

The Waterloo Building Department uses INRCOG (*Iowa Northland Regional Council of Governments, 229 E Park Av, Waterloo, IA 50703, ph 319-235-0311, fx 319-235-2891*) as a third party entity to facilitate contractor registrations. They will need the following:

State Contractor's Registration.

Iowa law requires all contractors to register with Iowa Workforce Development. You can find application information on their website or you can call them at 1-800-562-4692.

www.iowaworkforcedevelopment.gov /Division of Labor/Contractor Registration.

Insurance Certificate of Liability.

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 named as "Additional Insured"

License Application and Registration Fees.

Upon passing the exam, complete a Residential License Application. Submit the application, State Contractors Registration, Insurance Certificate of Liability and the following fee's to INRCOG:

- \$75.00 license fee payable to City of Waterloo
- \$25.00 filing fee payable to INRCOG

PERMITS

Once you have completed your registration and are ready to begin obtaining permits, you will need to bring your registration card to the Building Department and we will enter your license information into our permit system. Annual renewal of registration is required. The exam only needs to be taken once.