



## Waterloo Building Department

715 Mulberry Street  
Waterloo IA 50703  
Ph 319-291-4319 Fx 319-291-4262  
[www.cityofwaterlooiowa.com](http://www.cityofwaterlooiowa.com)

# GENERAL CONTRACTOR PROCEDURE

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

## 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](http://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:

- \$10.00 filing fee payable to INRCOG

## PERMITS

Once you have completed your registration and are ready to begin obtaining permits, you will need to bring in your receipt from INRCOG to the Building Department and we will enter your license information into our permit system. Annual renewal of registration is required.

A General Contractor License allows for you to obtain permits for work on Commercial properties within the city limits of Waterloo. And it allows for you to obtain permits for Commercial and Residential properties in unincorporated Black Hawk County. It does not allow you to obtain permits for Residential properties within the city limits of Waterloo.