



# City of Yukon

## Community Development

P.O. Box 850500 - (10 S. 5th St)

Yukon, OK 73085

Office - 405-354-6676

Fax - 405-350-8929

Internet: www.cityofyukonok.gov



### FOR CITY USE ONLY

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NAICS CODE \_\_\_\_\_

STATE LICENSE \_\_\_\_\_

## NEW CONTRACTOR REGISTRATION APPLICATION

Required Items– Please fill out all other applicable items

|                             |   |               |                                 |                   |           |
|-----------------------------|---|---------------|---------------------------------|-------------------|-----------|
| <b>Business Information</b> | ♦ Trade (DBA) Name of Business                              |               |                                 |                   |           |
|                             | ♦ Taxpayer Name (Owner(s), Partner(s), or Corporation name) |               |                                 |                   |           |
|                             | ♦ Business Physical Location Address (No PO Box)            |               | ♦ City                          | ♦ State           | ♦ Zip + 4 |
|                             | ♦ Mailing Address   |               | ♦ City                          | ♦ State           | ♦ Zip + 4 |
|                             | ♦ Local Business Phone                                      | ♦ Local Fax   | ♦ Main Office Phone             | ♦ Main Office Fax |           |
|                             | ♦ Main Office Email   |               | ♦ Federal Identification Number |                   |           |
|                             | ♦ Contact Name  |               | ♦ Sales Tax Number              |                   |           |
|                             | ♦ Contact Phone Number                                      | ♦ Contact Fax | ♦ Contact Cell Phone Number     |                   |           |
|                             | ♦ Contact Email   |               |                                 |                   |           |

|  |   |  |  |  |
|--|---|--|--|--|
| <b>Type of License</b>   | ♦ Specify services Performed:             |  |  |  |
|  | ♦ Type of Business (check all that apply) |  |  |  |
| <input type="checkbox"/> Building Contractor (\$ 100.00) <input type="checkbox"/> Sign Contractor (\$ 50.00) <input type="checkbox"/> Other _____ (\$100.00)                   |   |  |  |  |
| <input type="checkbox"/> Plumbing Contractor (\$ 150.00) <input type="checkbox"/> Mechanical Contractor (\$ 150.00) <input type="checkbox"/> Electrical Contractor (\$ 150.00) |   |  |  |  |

|                       |                          |                               |                 |         |           |
|-----------------------|--------------------------|-------------------------------|-----------------|---------|-----------|
| <b>License Holder</b> | ♦ Name of License Holder |                               |                 |         |           |
|                       | Address (No PO Box)      |                               | ♦ City          | ♦ State | ♦ Zip + 4 |
|                       | Home Phone               | Cell Phone                    | ♦ Fax           |         |           |
|                       | State License Number     | State License Expiration Date | ♦ Email Address |         |           |

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## CITY OF YUKON BUILDING DEPARTMENT

528 W Main St  
Yukon, OK 73099  
Office: 405-354-6676  
Fax: 405-350-8929  
Website: [www.cityofyukonok.gov](http://www.cityofyukonok.gov)

The City of Yukon requires contractor registration per Ordinance 18-4. This includes any individual or company acting as a general, home improvement, specialty trade or skilled trade contractor including any construction activities. (Electrical, Plumbing, Heating & Cooling, structural. All building construction, including but not limited to roofing, siding, gutters, water proofing, cement and drywall trades, masonry, fire protection, fire suppression, water and sewer line tapping) within the City of Yukon.

No person shall act as or claim to be a construction contractor of any type, or perform any construction work on any commercial or residential construction unless first registered with the City of Yukon.

1. You must register ALL business names along with the Assumed Name (dba) for your company.
2. Business telephone number.
3. Fax number of person signing the application.
4. E-mail address of person signing the application.
5. Legal Business Name. Except for an individual (sole proprietor) or a partnership making application using the individual's or all partners' own full true name (s) as the contractor name, the name identified of the Certificate of Assumed Name or Certificate of Authority issued by the Office of the Secretary of State shall be used on all forms used to apply for any license issued by the Department. **Examples of Business Names:**
  - An individual without an assumed name**-John Doe or John Doe Contracting
  - An individual with an assumed name**- John Doe dba Assumed Name
  - A partnership with an assumed name**- John Doe and James Doe dba Assumed Name
  - A corporation**- Company Name, LLC or LLP
  - A corporation with an assumed name**- Company Name Inc. dba Assumed Name
  - A limited liability business**- Company Name, LLC or LLP
6. Business Address. P.O. Box numbers are not acceptable. Must list a physical street address.
7. Mailing address (if different from above) A P.O. Box address may be used.

### **Insurance Requirements for Contractors Certificate:**

- ⇒ Certificates of Insurance shall be provided to the City of Yukon Community Development Office at the time of
- ⇒ Application for Contractor Registration Form must be filled out completely and accurately.
- ⇒ Insurance Certificates must include the following:
  - General Liability with a minimum of \$500,000 per occurrence
  - Workers Compensation for Oklahoma
  - City of Yukon must be named as a Certificate Holder
  - Originals sent directly from the insurance company will be the only insurance documentation accepted. (Faxed or Emailed copies will not be acceptable)
- ⇒ State Drivers License and or Government Issued Photo I.D. of the Owner /Contractor

### **Electrical, Plumbing and Mechanical Contractors:**

- ⇒ Application for Contractor Registration filled out completely and accurately.
- ⇒ State of Oklahoma Licensed Trade Contractor License
- ⇒ State Drivers License and or Government Issued Photo I.D. of the License Holder