



Waterloo Building Department

715 Mulberry Street
Waterloo IA 50703
Ph 319-291-4319 Fx 319-291-4262
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 /Division of Labor/Contractor Registration.

Provide a copy of your registration to INRCOG.

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"

Provide a copy of this certificate to INRCOG.

License Application and Registration Fees.

Submit State Contractors Registration, Insurance Certificate of Liability and the following annual fee to INRCOG:

- \$15.00 filing fee payable to INRCOG

Provide this 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 by calendar year 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.