



North Central Regional Planning Commission

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Telephone: (785) 738-2218 • Facsimile: (785) 738-2185

Date: January 6, 2014
To: Rehab Contractors
From: Carol Torkelson
Subject: New Kansas Roofing Legislation

Many of you are likely aware of the new legislation in Kansas that requires anyone doing roofing work in Kansas to register and pay an annual fee to do so within the State of Kansas. There is information at the attorney general's web site regarding this legislation.

Following is an excerpt from Attorney General's web page talking about the legislation and then, secondly, the CDBG staff instructions as to how to comply immediately.

The Kansas Roofing Registration Act was enacted by the Kansas Legislature and signed by the Governor on April 22, 2013. Under the provision of this law, on or after July 1, 2013, every "roofing contractor" must obtain a roofing contractor registration certificate from the Kansas Attorney General in order to legally provide commercial or residential roofing services for a fee in Kansas.

Due to this law, any contractor or subcontractor providing any type of roofing work in a CDBG project must be registered. **Effective immediately** if any roofing improvement appears in the scope of work, proof of registration must be on file before a contract is awarded or work performed. In other words, if a contract has been awarded but the roofing line item is not yet complete proof of registration is required before work begins. If a subcontractor will be performing the work, the subcontractor and the general contractor must be registered. The **ONLY** exception to this requirement is if the cost of roofing in the contract is below \$2,000. The contractors/subcontractors can find more information about this register at the below site. You, the administrators, may require proof of registration or you can check the registration listing at this same site. <https://ag.ks.gov/in-your-corner-kansas/resources/roofing-registration>

Enclosed is a copy of the application which is required for the roofing certification. The application on the web site is fillable, so you may find that more convenient. Also enclosed is a copy of the fee schedule from the web site.

If you have any questions regarding this correspondence, please feel free to contact us.

Enclosures



Kansas Attorney General

Derek Schmidt

120 SW 10th Avenue, 2nd Floor

Topeka, KS 66612-1597

PHONE: (785) 296-2215 • FAX: (785) 296-6296

www.ag.ks.gov

Kansas Roofing Contractor Registration Act

Instructions for Application

1. Return completed application with registration fee (\$250) to the address listed above.

Make remittance payable to "Kansas Attorney General"

2. Provide the following documents with the completed application:

- a. Certificate of liability insurance, which shall be not less than \$500,000, and which shall list "Office of the Kansas Attorney General, 120 SW 10th Ave., Topeka, Kansas 66612" as the certificate holder;;
- b. Certificate of workers' compensation coverage or affidavit of exemption or self-insurance; and
- c. Certificate of current tax clearance or letter from the Kansas Department of Revenue.
Available at www.ksrevenue.org/taxclearance.html

Office of Kansas Attorney General Derek Schmidt
120 SW Tenth Avenue, 2nd Floor
Topeka, Kansas 66612
Phone (785) 296-2215 Fax (785) 296-6296
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APPLICATION FOR ROOFING CONTRACTOR REGISTRATION

Please type or print in ink all information. All fields are required unless otherwise noted.

Individual information:

1. Name _____
First Middle Last
2. Residential Address _____
Street City State Zip
3. Telephone (____) _____ (____) _____
Residence Business
4. Height _____ Weight _____ Hair _____ Eyes _____
5. Birthdate ____ / ____ / ____
6. Driver's License # _____
7. Social Security Number* _____

* Disclosure of a social security number ("SSN") is voluntary. Failure to provide a SSN may delay application processing. The SSN is requested pursuant to the Kansas Roofing Contractor Registration Act. The SSN may be used to identify applicants in criminal and/or financial history investigations. The SSN may be provided to other Kansas state agencies, as allowed by Kansas law.

Business information:

8. Type of Business Entity ☐ LLC ☐ Partnership ☐ Sole Proprietorship ☐ Corporation
9. State of Formation _____
10. Business Name _____
11. Business Address _____
Street City State Zip
12. Business Phone (____) _____
13. Trade Name _____
14. Federal Employee Identification Number _____

15. United States Department of Transportation (USDOT) # _____

16. Designated Roofing Contractors who will act as agents for the business entity and be covered by this registration (use addendum page, if necessary):

Name _____ Phone (____) _____

Address _____
Street City State Zip

Birthdate ____/____/____ Social Security Number* _____

* Disclosure of a social security number ("SSN") is voluntary. Failure to provide a SSN may delay application processing. The SSN is requested pursuant to the Kansas Roofing Contractor Registration Act. The SSN may be used to identify applicants in criminal and/or financial history investigations. The SSN may be provided to other Kansas state agencies, as allowed by Kansas law.

17. Please indicate whether the applicant currently has, or has ever had, a license or registration as a roofing contractor in any state other than Kansas. If yes, please list all states in which the applicant has or had a roofing contractor license or registration.

Check one of the following:

☐ No, the applicant has never had a roofing contractor license or registration in any state other than Kansas.

☐ Yes, the applicant has or at one time had a roofing contractor license or registration issued by the following state(s): _____

18. Has the applicant or any designated roofing contractors working for applicant ever been disciplined, fined, sanctioned, cited, or had its license or registration to perform work as a roofing contractor suspended or revoked in any state other than Kansas? If yes, indicate the State of such event, the nature of the action taken, and the date of the action taken.

☐ No ☐ Yes. Explanation: _____

19. Has the applicant or any designated roofing contractors working for applicant ever been convicted of a felony offense in Kansas, another state, or any other place? If yes, indicate the nature of the offense upon which a conviction was imposed (use addendum page, if necessary).

☐ No ☐ Yes

Date of Conviction	Court	Offense

Applicant, by signing below, hereby declares under oath that this application, related forms, and all supplemental materials submitted herewith, and all information contained therein, are true and correct. By submitting this application and signing below, applicant declares under oath that the following statements are true and correct:

- Applicant desires registration under the Kansas Roofing Contractor Registration Act.
- Applicant agrees to fully comply with the Kansas Roofing Contractor Registration Act.
- Applicant agrees to fully comply with all Federal and Kansas laws and local ordinances.
- Applicant and any designated roofing contractors consent to a criminal history records search or a background check.
- Applicant and entity seeking registration, if a non-resident and/or foreign corporation, agree that the filing of this application appoints the Kansas Secretary of State as the legal agent for service or process.

Applicant's signature _____ Date _____

Designated roofing contractor's signature _____ Date _____

Designated roofing contractor's signature _____ Date _____

Designated roofing contractor's signature _____ Date _____

Designated roofing contractor's signature _____ Date _____

Designated roofing contractor's signature _____ Date _____

Use addendum page for additional signatures, as needed.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



Kansas Attorney General

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Kansas Roofing Contractor Registration Act

Schedule of Fees

Kansas Administrative Regulations 16-8-6

Initial registration certificate:	\$250
Renewal of a registration certificate	\$250
Renewal of a suspended registration certificate	\$500
Reinstatement of a revoked registration certificate	\$750
Late renewal fee	\$250
Change of name or address	\$25