



# Contractor Renewal Form

Office of Community Planning & Development

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WBR STAFF ONLY  
Parish Registration #

## Below items REQUIRED for Registration Renewal:

- \$100 PARISH RENEWAL FEE
- Copy of a current OCCUPATIONAL LICENSE from West Baton Rouge, if domiciled here (or from any other jurisdiction)
- Copies of all CURRENT STATE LICENSES
- Copy of CERTIFICATE OF LIABILITY INSURANCE showing West Baton Rouge Parish Office of Community Development as the certificate holder
  - o Certificates must:
    - Be a minimum of \$300,000 in GENERAL LIABILITY INSURANCE
    - Show POLICY NUMBER
    - Show EFFECTIVE DATE
    - Show EXPIRATION DATE
- UPDATED LIST OF ADDITIONAL APPROVED PERSONNEL (see below)
- Plumbers *(Requirements for Plumbers only)*
  - o Copy of CERTIFICATION CARD
  - o Plumbers WITHOUT a State of Louisiana contractor license:
    - \$5,000 SURETY BOND (In favor of the Parish of West Baton Rouge)

Company Information:			
Name of Company:			
Name of person holding license		Owner:	
If any	Additional owner(s):		
Mailing Address:			
City:		State:	Zip Code:
If different	Physical Address:		
City:		State:	Zip Code:
Email Address(es):			
Phone Numbers	Office #:	Other #:	
Cell #:	Fax #:		

## LIST OF APPROVED PERSONNEL FOR SIGNING PERMIT APPLICATIONS:

Name:	Contact Information:

Company Owner/President Signature: \_\_\_\_\_

Date: \_\_\_\_\_