



## Gasfitting Contractor & Gasfitter License Application

☐ New Application
 ☐ Renewal
 ☐ Add Additional Gasfitter(s)
 ☐ Transfer Licensed Gasfitter(s)

Licensing Year: 20\_\_

### Gasfitting Contractor License Information:

Business Name (as it will appear on license)	
Applicant/Owner Name (as it will appear on license)	
Business Address	
City, State, Zip	
Phone Number	
Email Address	
Insurance Company Name (copy of certificate req'd)	
Insurance Expiration Date	
Bond Company Name (copy of bond req'd)	
Bond Expiration Date	
License Fees (check made payable to City of Watertown)	Gasfitting Contractor: \$250 first year/\$75 renewal Gasfitter Fee: \$75 per gasfitter/per year Transfer Licensed Gasfitter Fee: \$25 per gasfitter

### Supporting Gasfitter Licenses: (If more gasfitters are to be added, please attach additional information to this application)

Gasfitter #1 - Full Name	Signature of Gasfitter #1:
Gasfitter #2 - Full Name	Signature of Gasfitter #2:
Gasfitter #3 - Full Name	Signature of Gasfitter #3:

\_\_\_\_\_  
Signature of Business Owner

\_\_\_\_\_  
Date

#### TO BE COMPLETED BY CITY OF WATERTOWN

Fee Paid: _____  Receipt Number: _____ Dated: _____  License or Permit Number: _____	City Council Approved On _____  _____ City Manager  _____ Finance Officer
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**Submit completed application to:** City Finance Office, Attn: Records/Licensing Manager, PO Box 910, Watertown SD 57201  
 Phone# (605) 882-6203 • Fax# (605) 882-6218 • [licenses@watertownsd.us](mailto:licenses@watertownsd.us)

# License Procedures: Gasfitting Contractors & Gasfitters



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Per City Ordinance (Chapter 20.06 Gas-Licenses): No Contractor shall engage in or work at the business of gasfitting within this city unless licensed and bonded, except a property owner may do their own work.

To Apply for a Gasfitting Contractor and Gasfitter License with the City of Watertown:

1. Each Gasfitter must pass an examination with the Municipal Utilities before applying for a business license. For more information, contact the Gas Superintendent at (605) 882-6233.
2. Fill out a business license application form, which is available at the City Finance Office in City Hall.
3. The license fee must be collected at the Finance Office. Please make payable to the City of Watertown.  
**a.) First Year Rate for a Gasfitting Contractor is \$250.00; First Year Rate for each Gasfitter is \$75.00.**
4. File a surety bond with the City Finance Office in the amount of ten thousand dollars (\$10,000).
5. File a certificate of insurance with the Finance Office which shall name the City of Watertown as an additional insured on a general contractor's liability policy in the following amounts: two hundred fifty thousand dollars (\$250,000) for damages caused by injury to one person, not less than five hundred thousand dollars (\$500,000) for damage caused by injury to more than one person in one accident, and not less than two hundred fifty thousand dollars (\$250,000) property damage in one accident.
6. Approval is required from the Watertown City Council. Your application will be presented in a timely manner following your submittal. Please note, City Council Meeting are held the first and third Monday of each month. Upon approval, a license card will be provided.
7. Please note, licenses are effective from January 1 to December 31. The renewal license fee is \$75.00 for a Gasfitting Contractor and \$75.00 for each Gasfitter. The paperwork will be mailed to you directly, usually in November.
8. If a gasfitter who is already licensed with the City of Watertown becomes employed by your company, you may transfer the existing license for a fee of \$25.00.

## Chapter 20.06 GAS-LICENSES

### 20.0601: UNLAWFUL UNLESS LICENSED

No person shall engage in or work at the business of gasfitting within this City unless licensed and bonded in the manner provided herein, except as hereinafter provided. (E-60-1) (Ord 04-02; Rev 03-29-04)

### 20.0602: APPLICATION FOR LICENSE

Application for license as a gasfitter, or gasfitting contractor shall be made to the Finance Office and be acted upon by the City Council. (E-101-1) (Ord 04-02; Rev 03-29-04) (Ord 10-35; Rev 01-13-11)

### 20.0603: QUALIFICATION

- 1) Applicants for gasfitter's license shall furnish satisfactory evidence of qualifying as a gasfitter and shall be required to pass an examination given by the City Gas Inspector. The Gas Inspector, when assessing the qualifications of an applicant, may call upon a master plumber, gasfitter, or other persons for assistance. **Each gasfitter must work under the control and supervision of a gasfitting contractor.** However, nothing in this title shall prevent an individual from being licensed as a gasfitter and a gasfitting contractor. The examination required hereunder may be waived by the General Manager of Municipal Utilities or his designee. (E-101-1) (E-701) (Ord 04-02; Rev 03-29-04) (Ord 10-35; Rev 01-13-11) (Clerical Edit per § 22.0106, 02-13-17)
- 2) Any person desiring to engage in or work at the business of a gasfitting contractor shall furnish the Gas Inspector with satisfactory evidence of qualifying as a gasfitting contractor. The Gas Inspector, when assessing the qualifications of an applicant, may call upon others for assistance. (Ord 04-02; Rev 03-29-04) (Ord 10-35; Rev 01-13-11) (Clerical Edit per § 22.0106, 02-13-17)
- 3) Every gasfitting contractor shall be required at all times to have a licensed gasfitting installer in charge of all work, except in the case where an individual holds both a gasfitting and gasfitting contractor license. (E-60-1) (Ord 04-02; Rev 03-29-04) (Ord 10-35; Rev 01-13-11) (Clerical Edit per § 22.0106, 02-13-17)

### 20.0604: LICENSE FEE

Applicants for all licenses under this chapter shall pay a fee set by resolution adopted by the City Council (Ord 10-27; Rev 11-12-10) (Ord 10-35; Rev 01-13-11)

### 20.0605: LICENSE TERM AND RENEWAL

All licenses shall expire at midnight on December 31 following the date of issue. Licenses may be renewed by the City Council without examination provided an applicant for renewal satisfies all existing requirements. (E-60-1) (Ord 04-02; Rev 03-29-04)

### 20.0606: LICENSE NON-TRANSFERABLE

All licenses issued pursuant to this chapter are non-transferable (E-60-1) (Ord 04-02; Rev 03-29-04)

### 20.0606A: LICENSE REVOCATION

Any license issued pursuant to this chapter may be revoked by the City Council for cause. (Ord 04-02; Rev 03-29-04)

### 20.0607: BOND AND INSURANCE

All gasfitting contractors shall maintain the following bond and insurance coverage at all times during which any license is active: (Ord.10-35; Rev 01-13-11)

- 1) File a surety bond with the City Finance Office in the amount of ten thousand dollars (\$10,000). (Ord 04-02; Rev 03-29-04)
- 2) File a certificate of insurance with the Finance Office which shall name the City of Watertown as an additional insured on a general contractor's liability policy in the following amounts: two hundred fifty thousand dollars (\$250,000) for damages caused by injury to one person, not less than five hundred thousand dollars (\$500,000) for damage caused by injury to more than one person in one accident, and not less than two hundred fifty thousand dollars (\$250,000) property damage in one accident. (00-7) (Ord 04-02; Rev 03-29-04)