RETURN TO:
CITY OF MANCHESTER
208 E MAIN STREET
MANCHESTER, IA 52057
563.927.3636

Manchester
IOWA
FAMILY. COMMUNITY. OPPORTUNITY.

CONTACT:
TIM HEIMS
BUILDING OFFICIAL
ZONING ADMINISTRATOR
563.927.1112
563.920.0867
theims@manchester-ia.org

CONTRACTOR REGISTRATION APPLICATION

General Contractors, Plumbers & Electricians are required to register with the City of Manchester prior to commencing work. General Contractors must submit a $25.00 registration fee payable to City of Manchester, a completed application, proof of licensure and proof of insurance. Electricians and Plumbers must submit a completed application, proof of licensure and proof of insurance. *Registrations expire annually on December 31.*

☐ NEW ☐ RENEWAL ☐ GENERAL CONTRACTOR ☐ ELECTRICIAN ☐ PLUMBER

BUSINESS CONTACT INFORMATION

Owner's Name:

Company Name:

Mobile Phone: Email:

Mailing Address:

City: State: ZIP Code:

Business type: ☐ Corporation ☐ Partnership ☐ Sole Proprietor ☐ Trustee ☐ Other

Business FEIN#: IA Contractor License #:

Insurance Company:

Attach a copy of liability insurance (minimum of $500,000).

RESPONSIBILITY FOR OBTAINING PERMITS

The entity that actually performs the work in the City, being the owner or contractor, is the one responsible for obtaining a permit before commencement of work. Permits are not valid until payment is made.

SIGNATURE

Signature: Date:

CITY OFFICE USE ONLY

☐ Application Filed
☐ Contractor License
☐ Liability Insurance information
☐ $25 Fee ☐Exempt
☐ Expires_____ Building Official_____