

# **CONTRACTOR REQUIREMENTS**

**ALL contractors are required to meet the following criteria:**

- 1. Certificate of Insurance (a minimum of \$300,000 general liability) showing the City of Missoula as the certificate holder  
(FAX certificate to the City at (406) 327-2182 OR email to [blic@ci.missoula.mt.us](mailto:blic@ci.missoula.mt.us))**
- 2. Evidence of Worker's Compensation Insurance or exemption (ICEC). Please call the Montana Dept. of Labor and Industry at (406) 444-1446 for more information<sup>1</sup>.**
- 3. Copy of State of Montana Dept. of Labor and Industry Certificate of Contractor Registration.\* Please call the State of Montana Dept. of Labor & Industry at (406) 444-7734 for information about obtaining this certificate. (Applies only to corporations, contractors/subcontractors with paid employees, and out-of-state contractors) <sup>1,2</sup>.**
- 4. Police Background check (\$51.00 fee per Owner/Employee) \*\***

**\*State licensed Electricians and Plumbers are exempt from this requirement.**

**\*\*State licensed Electricians and Plumbers are exempt from this requirement.**

**(These contractors are licensed under strict State requirements.)**

**\*\*Contractors going onto peoples residential property: If you are a Contractor that goes onto residential property, for example: remodel, re-roofing, siding, fencing, painter, landscaper, treetrimmer/sprayer, flooring installer.**

**<sup>1</sup> These requirements do not prevent the license from being issued, but need to be provided to this office at a later date.**

**<sup>2</sup> This is required for ALL out of state contractors prior to the issuance of the City of Missoula Business License.**

**5.08.150 Liability insurance requirements.**

A. Minimum liability insurance requirements for contractors doing business in or for the city shall be as follows:

1. Minimum limits of liability required shall be as follows:
  - a. Bodily injury to one or more persons, three hundred thousand dollars;
  - b. Property damage liability, one hundred thousand dollars; or
  - c. Single limit bodily injury and property damage, three hundred thousand dollars.
2. All vehicle liability must be included, including auto non-ownership and hired cars.
3. The insurance coverage for contractors shall be as follows:
  - a. Excavators, drain-layers and others doing any excavating work:
    - i. Comprehensive form,
    - ii. Premises and operations,
    - iii. Underground,
    - iv. Products and completed operations;
  - b. Over-Sized Loads/House-movers and demolition contractors:
    - i. Comprehensive form,
    - ii. Premises and operations;
  - c. All other contractors:
    - i. Comprehensive form,
    - ii. Premises and operations,
    - iii. Products and completed operations.

B. Before license is issued, a certificate of insurance shall be provided the city which shall show complete compliance with all provisions of subsection A.

C. The city shall give ten days' notice by registered mail of any cancellation or alteration of the above insurance requirements.

D. Evidence of compliance with Montana Division of Worker's Compensation regulations concerning accident or occupational disease incurred by the contractors' employees during the course of their employment.

E. For purpose of this section, "contractor" means any person or firm engaged in any of the following businesses: Construction or demolition of residential or commercial buildings, construction of streets, curbs and sidewalks, moving houses or other buildings and over-sized loads, excavating, sewer and drain laying, excavators, gas fitters, electrical contractors and plumbing contractors. (Ord. 2219 §1, 1981: Ord. 1941, 1978: Ord. 1916 (part), 1978: prior code §18-14.2).

ORDINANCE NUMBER 2885

AN ORDINANCE AMENDING SECTION 5.08.140 OF THE MISSOULA CITY CODE Surety Bonds required states: Prior to receiving a city business license, each person engaged in any business where specifically required in other chapters of this code, shall be required to file with the city a surety bond in the sum specified, subject to the conditions specifically required in the applicable ordinance.

Such bond shall indemnify and save harmless the City from all loss or damage to, or impairment of use of the city right-of-way, and from all loss caused by the violation by the bondholder or his agents, or employees of any ordinance, rule, regulation, condition, or requirement of the City.

- |                                       |           |                     |
|---------------------------------------|-----------|---------------------|
| a. Gas Fitting - - - - -              | \$ 3,000  | Section 13.24.030   |
| b. Sidewalk & Curb & Paving - - - - - | \$ 10,000 | Section 12.08.030   |
| c. Excavation - - - - -               | \$20,000  | Section 12.24.120   |
| d. Over-Sized Loads/House Moving -    | \$20,000  | Section 15.44.020** |
| e. Public Utilities - - - - -         | \$50,000  | Section 12.24.150   |

Passed by A 11 Ayes, 0 Nays, 0 Passes and 1 Absent vote and

Approved by the Mayor this 28<sup>th</sup> day of March, 1994.

ATTEST:

/s/ Charles C. Stearns  
*Finance Office-City Clerk*

APPROVED:

/s/ Daniel Kemmis  
*Mayor*

\*\*amended to include 'Over-Sized Loads', August 23, 2010