

CITY OF WAHPETON ADMINISTRATION



1900 4th Street North · PO Box 490 · Wahpeton, ND 58074-0490 · Phone 701-642-8448 · Fax 701-642-1428

Date: January 21, 2026

Contractor:

City Ordinance 22-238 to 22-263 defines a **contractor** as any person engaged in the business of construction, repair, alteration, dismantling or demolition of buildings, tanks, towers and every other type of structure, project, development or improvement coming within the definition of real or personal property to be held either for sale or rental. The term "contractor" includes all subcontractors and nonresident contractors.

The City of Wahpeton requires that any contractor or business entity doing contracting business within the City of Wahpeton are required to be licensed by the City of Wahpeton. The requirement incurs when the building project **exceeds \$2,000**.

Requirements for a City License:

- Application for a Contractor's License
- Valid Contractors License with the State of North Dakota
- Current Certificate of Liability Insurance
- Payment- New License \$100- Renewal \$25
- **The license renewal date is March 1st of each year.**

Liability Insurance Requirements - **Limits greater than or equal to:**

\$1,000,000 general liability/occurrence

\$1,000,000 bodily injury/occurrence

\$1,000,000 general aggregate

Your certificate must list the City as the certificate holder: **City of Wahpeton, 1900 4th Street North, Wahpeton, ND 58075**. These certificates can be mailed or emailed to me at lindsayl@wahpeton.com.

Any contractor or business entity who is guilty of a violation of any of the provisions of this article or other chapter of this Code or any law, rule or regulation of the city or any requirements of any officer of the City shall be guilty of a misdemeanor and shall immediately forfeit the license.

If you have any questions, please don't hesitate to call or email me. Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Lindsay Loufers".

Lindsay Loufers

PW Administrative Assistant

701-642-8448

lindsayl@wahpeton.com