



CITY OF WAHPETON – ADMINISTRATION

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

Contractor:

City Ordinance 22-238 to 22-336 require that any contractor or business entity doing contracting business within the city of Wahpeton are required to be licensed by the City of Wahpeton. In order to obtain a Wahpeton contractor's license you are **required** to have a valid contractor's license with the State of North Dakota. Your ND license will be verified on the state website before issuance by the city. **The license renewal date is March 1st of each year.** Enclosed is an application for a contractor's license with the City of Wahpeton ND. Renewal fee for a city license is **\$25** per year or **\$100** for a new city license. **We now accept payment by credit card.**

You also need to provide a certificate of insurance with limits of \$300,000 per person and \$500,000 per occurrence for bodily injury and \$500,000 for property damage for liability resulting from all accidents and damages caused by any negligence on the licensee in connection with the applicant's work as a contractor. Such policy or policies of insurance shall not be cancelable without written notice to the city by the insurer of its intent to cancel such policy at least two weeks prior to the date of cancellation. A copy of such policy of insurance shall be filed with the finance director/city auditor or designee of the City of Wahpeton.

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. A forfeiture of the license of any contractor or business entity shall operate as a suspension of the license held by any co-partner in the same business of any person employed by the contractor or business entity.

If anything else is required, please don't hesitate to call or email me. Thank you.

Sincerely,

A handwritten signature in black ink that reads "Cheryl O'Meara". The signature is fluid and cursive, with the first letters of each name being capitalized and prominent.

Cheryl O'Meara
Deputy Auditor
701-642-8448
cherylo@wahpeton.com

