

**CITY OF OGALLALA**  
**APPLICATION FOR REGISTRATION AS A**  
**GAS PIPE FITTER CONTRACTOR**

*(Please type or print legibly)*

DATE\_\_\_\_\_

NAME\_\_\_\_\_

ADDRESS\_\_\_\_\_

CITY\_\_\_\_\_ STATE\_\_\_\_\_ PHONE\_\_\_\_\_

Please provide on a separate sheet, any affidavits, licenses held, certificates, etc. regarding your qualifications as a gas pipe fitter. Also list previous employers names and addresses and, if possible, phone numbers that the City of Ogallala can contact regarding your qualifications as a gas pipe fitter.

Name of employer

Name of City

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**Applicant signature**\_\_\_\_\_

**For department use only**

**Fee Paid**\_\_\_\_\_

**Application accepted by**\_\_\_\_\_ **Date**\_\_\_\_\_

## **Excerpt from Municipal Code**

### **GAS CONTRACTORS**

(1) Licenses. No person shall install gas fittings within the corporate limits without first having obtained a license from the City to do so, paid the annual registration fee, and posted the requisite bond. All licenses issued to gas fitters shall continue in force to July 31 after the date on which they are granted unless sooner revoked. Licenses at the time of their expiration may be renewed by the Council upon written recommendation of the Gas Inspector and the written request of the applicant for a period of one year commencing August 1 and ending July 31 next following and upon condition that the annual registration fee is paid and the registrant's bond for the renewal license period is approved by the Council and on file in the office of the City Clerk. All licensees must apply for renewal of their licenses within 60 days following their expiration. Renewal licenses may not be issued after such 60-day period. No gas fitter's license issued hereunder shall be transferable. The City Clerk shall keep a record of all licenses issued, lapsed, or revoked hereunder. All gas fitters' licenses shall be signed by the President and countersigned by the City Clerk. Every license granted may be revoked after reasonable notice and hearing by the Council whenever the licensee fails, neglects, or refuses to comply with the provisions of this Code.

(2) License application. Application for a gas fitter's license shall be made in writing to the Gas Inspector who shall be appointed by the City Manager and shall have the powers and duties prescribed herein. In the event the City Manager shall fail or neglect to appoint a Gas Inspector, the Building Inspector shall be the Gas Inspector ex-officio. Before the gas fitter's license is issued, the applicant shall satisfy the Gas Inspector that he or she possesses the qualifications and fitness, practical and elementary in character, to install gas fittings. If the Gas Inspector should be so satisfied, he or she shall recommend the issuance of such license to the Council. If the applicant is a gas fitting contractor, the license so issued shall cover employees of the applicant who shall install gas fittings under the supervision of the applicant.

(3) Bond. A corporate surety bond in a sum set by resolution of the Council and containing such conditions as the City Attorney shall specify shall accompany the application, and the written approval of the City Attorney, pursuant to action of the Council, shall be endorsed on the bond before the license is issued. The obligee on said bond shall be the City and action may be maintained thereon by anyone injured by a breach of its conditions for a period of one year after the completion of any gas fitting work.

### **GAS INSTALLATIONS AND PERMITS**

Section.

7-401. Gas installation permits; fees.

7-402. Gas installation certificates of approval; fees.

**7-401. Gas installation permits; fees.**

(1) Permit required. No installation of natural gas or liquid propane gas piping or fittings shall be made without first obtaining from the City Clerk a written permit. For each permit issued by the City Clerk, the Clerk shall charge a permit fee as set by resolution of the Council and on file at the office of the Clerk. Said fee shall then be credited to the General Fund.

(2) Application. Application shall be made to the City Clerk for a written permit to do gas fitting work. Along with said application, the applicant shall submit a plan of installation for approval. The plan shall then be submitted to the Gas Inspector for his or her approval, and if the same complies in all respects with this code the Gas Inspector shall endorse his or her approval thereon. (The Gas Inspector shall be appointed by the City Manager, but in the event of the failure by the City Manager to appoint a Gas Inspector, the Building Inspector shall be the Gas Inspector ex officio.) The Clerk, upon said approval, shall then issue the Gas Installation Permit. No gas construction shall begin until said permit is granted and issued.

**7-402. Gas installation certificates of approval; fees.**

No gas fitting shall be used until inspected by the Gas Inspector or his or her authorized assistant and a certificate of approval or completion is issued by the Gas Inspector. Upon completion of the installation of any gas work, the licensed gas fitter installing the same shall notify the Gas Inspector or his or her authorized assistant who shall inspect such plumbing and installation thereof, and if all the provisions of this code have been complied with, then the Gas Inspector shall issue a certificate of approval which shall certify that such gas installation work has been done in accordance with the provisions of this code. The Gas Inspector shall make and keep a record of all inspections, giving the location, the date, the name of the licensed gas fitter doing the work, for whom installed, and a general description of the inspection. For each inspection, the City Clerk shall charge and collect from the record owner of a premise a fee set by resolution of the Council and on file at the office of the City Clerk.