



## QUALIFYING PARTY STATEMENT OF UNDERSTANDING

1100 Frederick Avenue • Room 106 • St Joseph, MO 64501  
(816) 271-4751 • Fax (816) 271-4676

Under Section 7-477, a firm may obtain, in the firm's name, a contractor's license provided that such firm has at least one full-time employee who is designated by the firm as its qualifying party. Designation of this qualifying party shall be provided on this statement of understanding signed by the qualifying party and the contractor. Whenever a building permit is issued in the name of a firm, the firm shall be subject to these regulations. The qualifying party shall be the legal representative for the contractor relative to the provisions of this article. The designated qualifying party shall satisfy the requirements this article. A designated qualifying party shall not be a qualifying party for more than one company, unless the companies have a common owner. When the qualifying party terminates employment with the licensee, the customer assistance department shall be notified in writing within ten calendar days of the disassociation and another qualifying party must qualify within 60 days from the date of this disassociation. The qualifying party or parties are:

- (1) Any individual contractor or copartner.
- (2) Any full-time employee of the contractor applicant.
- (3) Any stockholder of a corporation who was an original incorporator or original stockholder as shown in the articles of incorporation.

### Required Attachments:

1. Test results or education credit:

*Section 7-473 (b). Applicant must pass the appropriate exam with a minimum score of 75% from an approved nationally-recognized testing institution as approved by the director of the customer assistance department. Section 7-473 (c). if the qualifying party holds a bachelor's degree in business administration, engineering, architecture, or construction science from an accredited college or university, the testing requirement may be waived. A copy of their college/university diploma is required.*

2. Notarized letter of experience from employer(s):

*Four or more years for commercial; three or more years for small commercial/residential.*

3. Legible copy of driver's license.

### Signatures:

\_\_\_\_\_  
Contractor's Printed Name

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Qualifying Party's Printed Name

\_\_\_\_\_  
Qualifying Party's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Social Security Number