



CHARLESTON, WEST VIRGINIA  
CITY OF CHARLESTON  
BUILDING DEPARTMENT  
915 QUARRIER ST SUITE 5  
CHARLESTON WV 25301

APPLICATION FOR CONTRACTOR'S LICENSE  
(GENERAL, SPECIALTY, SIGN AND SUB-CONTRACTOR)

**FISCAL YEAR: JULY 1, 2016 TO JUNE 30, 2017**

DATE \_\_\_\_\_ RECEIPT NO \_\_\_\_\_ REG NO \_\_\_\_\_

NEW \_\_\_\_\_ RENEWAL \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_

STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ FEDERAL ID NO \_\_\_\_\_

TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL: \_\_\_\_\_

REFERENCES:

NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

LIABILITY INSURANCE CARRIER \_\_\_\_\_

INSURANCE EFFECTIVE DATES \_\_\_\_\_

APPLICANT'S SIGNATURE \_\_\_\_\_



City of Charleston  
Building Department  
915 Quarrier St Suite 5  
Charleston WV 25301-2607

### **INSTRUCTIONS FOR APPLYING FOR CONTRACTOR REGISTRATIONS**

All General, Sub-Contractors, Sign, Specialty, HVAC, Electrical and Master Plumbing Contractors doing work in the City of Charleston must be registered. Currently registered contractors must **renew their registrations by July 1 of each year.** **All of the following items listed must be submitted in order to register:**

1. City of Charleston Application Form.
2. A copy of your **current State of West Virginia Contractor's License**, and if applicable, a copy of your Master Electrician License form the WV State Fire Marshal's Office (**if applying for an electrical contractor's license with the expiration date of 6/30/2017**). License renewal is from July 1, 2016 - June 30, 2017.
3. Current Certificate of Liability Insurance (**City of Charleston must be listed as a certificate holder**).
4. Proof of Worker's Compensation Coverage **or** an exemption letter from the West Virginia Insurance Commissioner's Office (888-879-9842 or 304-558-3386).
5. Annual Fee of all registrations is \$90.00.
6. Journeyman Plumber's license renewal is \$25.00. Master Plumber's renewal is \$90.00.

**Without all of the items listed above, your application will not be processed! NO EXCEPTIONS!**

You may be denied for renewal of your contractor registration and/or a building permit for the following reasons:

1. Your company is not registered with the Business and Occupation Tax Department.
2. If your company is delinquent with the Business and Occupation (B & O) Tax Department, or have failed to have filed an up-to-date return.
3. Expired Certificate of Insurance.
4. Past Failure to obtain proper permits and required inspections.
5. Expired West Virginia State Contractor License.

All contracting work in the City of Charleston will be subjected to a two-percent (2%) Business and Occupation (B & O) Tax and proper registration with the City of Charleston Finance Department. Note-General Contractors pay tax on entire project and Sub-Contractors pay tax on their portion of contract.

All contracting work in the City of Charleston requires a registration and permit. **Permits must be obtained prior to the start of a project. A minimum \$100.00 extra fee or a fee equal to double the normal fee whichever is greater will be charged if work requiring a building permit is started without first obtaining the permit.** Contractors found working without the required permits would be subject to a minimum of a three- (3) month suspension of their City of Charleston license. All required inspections, including the final inspection, must be obtained to remain in good standing. Many permits can be faxed or mailed to the City of Charleston. Forms for that purpose will be sent to contractors upon renewal.

Completed applications for contractor registration and the required attachments must be returned to:

**Effective July 1, 2013, the City of Charleston Building Department will be enforcing the 2012 International Codes, the 2011 National Electrical Code, the 2009 International Residential Code and the 2009 International Energy Conservation Code.**

**City of Charleston  
Building Department  
915 Quarrier St Suite 5  
Charleston WV 25301  
Phone: 304-348-6833  
Fax: 304-348-6836**