

INSTRUCTIONS FOR APPLYING FOR CONTRACTOR REGISTRATION

All contractors doing work in the City of Charleston must be registered. Currently registered contractors must renew their registrations by July 1st of each year. The following items must be submitted in order to register:

- 1. City of Charleston Application Form**
- 2. Current Certificate of Liability Insurance (City of Charleston must be listed as Other Insured)**
- 3. A copy of your current State of West Virginia License, and if applicable, a copy of your Master Electrician License from the State Fire Marshall**
- 4. Proof of West Virginia Worker's Compensation Coverage or exemption**
- 5. Annual Fee for all registrations is \$90.00 with the exception of Journeyman Plumbers (\$25.00).**

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

- 1. Delinquent Business and Occupation Taxes or failure to have filed an up-to-date return filed.**
- 2. Expired Certificate of Insurance**
- 3. Past failure to obtain proper permits and required inspections.**
- 4. Expired West Virginia State Contractor License.**

All contracting work in the City of Charleston is subject to a 2% Business and Occupation Tax and proper registration with the City of Charleston Finance Department. Note – General Contractors pay tax on entire project and subs pay of 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 work. All required inspections, including the final inspection, must be obtained to remain in good standing.

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

**City of Charleston
Building Department
P.O. Box 2749
Charleston, WV 25330**

**Our physical address is: 501 Virginia St. E., Charleston, WV 25302, Room 403.
Our Fax No. is: (304) 348-6836
Our Telephone No. is: (304) 348-6833
Our Web Site is: www.CityofCharleston.org**

**CITY OF CHARLESTON, WEST VIRGINIA
BUILDING DEPARTMENT – (304) 348-6833
APPLICATION FOR CONTRACTOR REGISTRATION**

FISCAL YEAR _____

Date _____ Receipt No. _____ Reg.# _____

NEW _____ RENEWAL _____

COMPANY NAME _____

CONTACT NAME _____

ADDRESS _____ STATE _____ ZIP _____

TELEPHONE _____ FAX _____

FEDERAL ID NO. _____

REFERENCES:

NAME _____ TELEPHONE _____

ADDRESS _____ STATE _____ ZIP _____

NAME _____ TELEPHONE _____

ADDRESS _____ STATE _____ ZIP _____

NAME _____ TELEPHONE _____

ADDRESS _____ STATE _____ ZIP _____

LIABILITY INSURANCE CARRIER _____

INSURANCE EFFECTIVE DATES _____

APPLICANT'S SIGNATURE _____