



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 listed below items 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 State Fire Marshall Office (if applying for an electrical contractor's license).
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 Conversation Code.

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915 Quarrier St Suite 5
Charleston WV 25301
Phone: 304-348-6833
Fax: 304-348-6836



CHARLESTON, WEST VIRGINIA
CITY OF CHARLESTON
BUILDING DEPARTMENT
915 QUARRIER ST, SUITE 5, CHARLESTON WV 25301
PHONE: (304) 348-6833, FAX (304) 348-6836

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

FISCAL YEAR: _____

DATE _____ LICENSE NO _____

NEW ___ RENEWAL ___ E-MAIL ADDRESS: _____

COMPANY NAME _____

CONTACT PERSON _____ TITLE _____

ADDRESS _____ CITY _____

STATE _____ ZIP CODE _____ FEDERAL ID NO _____

TELEPHONE _____ FAX _____

REFERENCES:

NAME _____ TELEPHONE _____

ADDRESS _____ STATE _____ ZIP CODE _____

NAME _____ TELEPHONE _____

ADDRESS _____ STATE _____ ZIP CODE _____

LIABILITY INSURANCE CARRIER _____

INSURANCE EFFECTIVE DATES _____

APPLICANT'S SIGNATURE _____