



WEST VIRGINIA CONTRACTOR LICENSING BOARD

CONTRACTOR LICENSE APPLICATION / AFFIDAVIT

This application is to be used when applying for a license to perform contracting work in the State of West Virginia.

Upon completion, please return the affidavit and **\$90.00** fee to the

**West Virginia
Contractor Licensing Board**

State Capitol Complex
Building 6, Room B-749
Charleston, WV 25305
Phone: (304) 558-7890
www.wvlabor.org

★ READ FIRST ! ★
★ IMPORTANT INSTRUCTIONS ★

PLEASE READ EACH QUESTION CAREFULLY AND *PRINT* OR
TYPE YOUR RESPONSES IN A LEGIBLE MANNER.

FAILURE TO FULLY ANSWER ALL QUESTIONS WILL BE
SUFFICIENT GROUNDS FOR REJECTION OF THE
APPLICATION / AFFIDAVIT.

ENCLOSE A CHECK, CERTIFIED CHECK, CASHIERS CHECK OR
MONEY ORDER IN THE AMOUNT OF NINETY DOLLARS **\$90.00**
WITH THIS APPLICATION / AFFIDAVIT. **NO CASH PLEASE.**
MAKE PAYABLE TO:

WEST VIRGINIA CONTRACTOR LICENSING BOARD
State Capitol Complex
Building 6, Room B-749
Charleston, WV 25305
(304) 558-7890

Please read the following instructions carefully prior to filling out your application / affidavit. These instructions refer to the information requested on page 1,3,4 and 5.

PAGE 1, SECTION 1: GENERAL INFORMATION ABOUT YOUR BUSINESS

This Section is to be used by you to supply the Licensing Board with general information concerning your business. The information requested is generally self-explanatory. However, the last two (2) questions are to be answered in the following manner.....

Current or anticipated number of employees working in West Virginia:

Only list current or anticipated employees in West Virginia. Do not list employees working for you in another state.

Date you began business in West Virginia:

If you are an out-of state firm and conduct work in West Virginia, do not list the date your business began in the other state. List the date you started or anticipate to start in West Virginia.

PAGE 1, SECTION 2: INFORMATION CONCERNING OTHER AGENCIES

In this Section, list the numbers requested on the form which apply to your business.

The first number is the **WV Business Registration Tax Number**, which is obtained from the West Virginia State Tax Department. **(304) 558-3333**

The second number is your **Federal Taxpayers Identification Number**. In some cases this number is called a Federal Employers Identification Number. In other instances some businesses use their Social Security number.

The third number is your Unemployment Compensation Number. If you employ a West Virginia resident, this number must be assigned to your business by Workforce West Virginia's Unemployment Compensation Division. **(304) 558-2624** **If you do not have any employees mark "No Employees" in the space provided. If ALL of your current or anticipated employees, that will be working in WV reside out-of-state, submit a copy of coverage from your state with this application / affidavit.**

The fourth number is your **Workers Compensation Policy Number**. State law requires employers to obtain Workers' Compensation coverage for its employees in case of a workplace injury. If you employ even one person in West Virginia you are required by law to obtain Workers' Compensation Insurance. **If you do not have any employees mark "No Employees" in the space provided.**

ELECTION: The Workers' Compensation Act requires that wages be reported and premiums paid for sole proprietors, partners in a partnership and corporate officers, including Board of Director members. The employer may elect to not report these wages and not provide the benefits and protections of the Workers' Compensation Act for these persons, but failure to inform the Office of the West Virginia Insurance Commissioner of this election makes the employer liable.

EXTRA-TERRITORIAL COVERAGE: Certain out-of-state employers who have their permanent employees working in West Virginia only temporarily and who meet other legal tests may be exempt from the requirement to obtain Workers' Compensation Insurance coverage from an insurer licensed in this state. **(Temporarily means working no more than thirty (30) days within a three hundred sixty five (365) day period)**

Employers must apply directly to a private carrier for this insurance coverage. Workers' Compensation Insurance is available from insurers licensed in this state to provide such coverage.

For information regarding available insurers or possible exemptions, contact the **Office of the West Virginia Insurance Commissioner** at **(304) 558-6279**.

PAGE 1, SECTION 3: WAGE BOND INFORMATION

A wage bond is required in West Virginia for contractors who have not been actively and actually engaged in construction work in West Virginia for at least five (5) consecutive years preceding the completion date of this application / affidavit form. This bond is equal to the total of your gross payroll for four (4) weeks at full capacity or production, plus fifteen (15%) percent for benefits.

However, a wage bond is **NOT** required for contractors who only perform Residential (Single Family Dwellings Only) contract work, or for firms who have been actively engaged in construction work in West Virginia for at least five (5) consecutive years preceding the completion date of this application / affidavit.

If this section does not apply to you, simply mark the **"NOT APPLICABLE"** category. If this section does apply to you, mark the **"APPLICABLE"** category and answer the other questions in this section.

If you are required to obtain a wage bond, contact the West Virginia Division of Labor at (304) 558-7890 Ext. 162.

The wage bond affidavit **MUST be filled out and notarized regardless if you are posting a bond or not. This must be submitted with this application / affidavit.**

INSTRUCTIONS FOR PAGES 3, 4 and 5

If your business is a Corporation, General Partnership, Limited Liability Company, Limited Liability Partnership or Limited Partnership answer the applicable questions on page **3**.

If your business is a Corporation, Limited Liability Company, Limited Liability Partnership or Limited Partnership you must obtain a Certificate of Authority from the Secretary of State, **(304) 558-8000**, before your application can be processed.

Then turn to page 4 and sign as requested to attest to the information you have given in this application / affidavit by signature and notarization.

You must complete page **5** listing the name(s) and social security number(s) of the person(s) who tested to qualify your company. Mark the appropriate exams that were taken.

VERIFICATION STATEMENT

The person or firm whose name appears on this application / affidavit certifies compliance with WV Business Registration Tax provisions and is registered and in compliance with Workers' Compensation, Unemployment Compensation and the Wage Bonding Law, if applicable.

The undersigned hereby represent(s) that the forgoing statements and answers are true and correct to the best of his / her knowledge, information and belief.

IF A SOLE PROPRIETORSHIP (INDIVIDUAL) . . .

Print or type name of owner here _____

(Signature of Owner)

(Date)

IF A GENERAL, LIMITED OR LIMITED LIABILITY PARTNERSHIP . . .

Print or type partner name here _____

(Signature of Partner)

(Date)

IF A CORPORATION . . .

Print or type name and title here _____

(Signature of Corporate Officer)

(Date)

IF A LIMITED LIABILITY COMPANY OR P.L.L.C. . . .

Print or type name of owner here _____

(Signature of Owner)

(Date)

AFFIDAVIT

STATE OF _____ County of _____

Subscribed and sworn to before me, the undersigned Notary Public, in and for the State or County

aforesaid this _____ day of _____ 20____. My Commission

expires the _____ day of _____ 20____.

Notary Public

THIS PAGE MUST BE COMPLETED

Please indicate the exam(s) you have taken and passed by placing an X in front of the exam category.

_____ Business & Law

Contractor License Exams

- | | |
|---|--|
| _____ Electrical Contractor | _____ Concrete |
| _____ General Building Contractor | _____ Excavation |
| _____ General Engineering Contractor | _____ Manufactured Home Installation |
| _____ Heating, Ventilating & Cooling Contractor | _____ Masonry |
| _____ Multi-Family Contractor | _____ Remodeling & Repair Contractor |
| _____ Piping Contractor | _____ Sprinkler & Fire Protection |
| _____ Plumbing Contractor | _____ Steel Erection (Structural Steel) |
| _____ Residential Contractor | _____ Utilities (Sewer & Water) Contractor |

* All other Specialty Contractors who were required to take the Business & Law exam only, please list below the type of work performed by your company.

Please list the name(s) and social security number(s) of the person who tested for your company:

Name: _____ S.S. #: _____ Exam Date: _____

Name: _____ S.S. #: _____ Exam Date: _____

If the person who tested is not an Owner, Partner or Corporate Officer of the company, payroll records must accompany this application / affidavit. The person taking the exam to qualify your company must be a full-time employee at the time of testing and renewal.

NOTICE

When you provide a check as payment, you authorize us to make a one-time electronic fund transfer from your account or to process the payment as an image transaction. When we use information from your check to make an electronic fund transfer, funds may be withdrawn the same day you make your payment and you will not receive your check back from your financial institution.

PRIVACY NOTICE

The Division of Labor processes your personal information for appropriate and customary business purposes. Your personal information may be disclosed to other State agencies or third parties in the normal course of business as needed to comply with State or Federal laws. If you have any questions about the Division of Labor's use of your personal information or would like a copy of the Division's complete privacy notice, please contact the Webmaster, Robert Bryant at Robert.L.Bryant@wv.gov or the Division's Privacy Officer, John Junkins at John.R.Junkins@wv.gov.