

BOARD FOR CONTRACTORS

CONTRACTOR LICENSING INFORMATION AND APPLICATION INSTRUCTIONS

Contractor licenses are issued to business entities, not individuals.

Before completing the application, please review the Board for Contractors Regulations. This booklet includes the current statutes or laws (Title 54.1, Chapter 11 of the Code of Virginia) and the regulations of the Board for Contractors. Eligibility for a contractor is based on the knowledge, skills and abilities, financial position and other entry requirements set forth in §54.1-1106, §54.1-1108, and §54.1-1108.2 (subject to the exemptions in §54.1-1101) of the Code of Virginia. Please note that although a Virginia contractor's license may be granted to your business, the business must also comply with local licensing requirements set forth by the localities (cities, towns, and counties) in which your business plans to do work, contact your local Commissioner of the Revenue and Building Official for more information.

All applicants must have a thorough understanding of the Virginia Board for Contractor Regulations and meet the eligibility requirements at the time the completed application package is received at the Board office. For more information, please refer to the Board for Contractors web page – www.dpor.virginia.gov/Boards/Contractors.

Follow the instructions below to complete the CONTRACTOR LICENSE APPLICATION at www.dpor.virginia.gov/Boards/Contractors

THIS IS NOT AN APPLICATION

When applying, applicants must select what class of license the company is applying for by marking the type of license (Class A, B or C) as seen below on page 1 of the application. *This is not an application and is used for instructional purposes only.

Application fees may be adjusted if a company is applying for Commercial Improvement (CIC) or Commercial Building (CBC) only.

When completing the contractor application, you will be requested to provide the following information.

1. Enter the business entity or sole proprietor name. *All names must be the same as displayed on organization/business documents or government issued ID. **A sole proprietor should enter his/her full legal name and the company name should be entered below on line two as the assumed/fictitious name.
2. Enter the assumed or fictitious name for the business. *A copy of the certificate filed with the Virginia State Corporation Commission (SCC) pursuant to §59.1-69 of the Code of Virginia must be attached to the application

3. A. Select the type of business entity
- B. Enter the State Corporation Number (SCC) if applicable. *All businesses in Virginia must register with the SCC (including out-of-state businesses).
4. Enter the company's Federal Employer Identification Number (FEIN) or the sole proprietor's Social Security Number *or* Virginia DMV Control Number. *State law requires every applicant, who is not a sole proprietor or solely owned LLC, to provide a FEIN.
5. Enter your mailing address. This is the address that will be printed on the license. PO Boxes are accepted.
6. Enter your street address, which is your physical address. If the Street Address is the same as the Mailing Address listed, simply check the box. Otherwise, provide your physical address. PO Boxes are not accepted as a physical address.
7. List your contact phone numbers. List your primary telephone number first, then an alternate telephone number if applicable.
8. Enter your email address. *Note that email address is considered a public record and will be disclosed upon request from a third party.
9. List all contractor licenses, certifications and registrations from any jurisdiction outside of Virginia held by the Business, Designated Employee, Qualified Individual(s) or Responsible Management.

If you want your current license reviewed for experience to sit for the technical specialty exam or reciprocity, you must provide a Certification/Letter of Good Standing. The Certification/Letter of Good standing must be prepared by the state board or regulatory body and must include: 1) the license/certification/registration number; 2) the initial date of licensure; 3) the expiration date of the license or renewal fee; 4) the means of obtaining licensure (i.e. exam, reciprocity, etc.) and 5) all closed disciplinary actions resulting in violations or undetermined.

10. List all Responsible Management. This includes sole proprietor, partners of a general partnership, managing partner of a limited partnership, officers/directors of an association, managers/members of a limited liability company or officers of a corporation. *Attach a clear legible copy of each individual's government issued photo identification.
11. List the Designated Employee or member of Responsible Management that completed the board approved pre-license education course. You are also required to enter the date the course was completed and the name of the education provider. *All classes of license require the pre-license course to be completed. A list of approved courses can be found on our website at www.dpor.virginia.gov/Boards/Contractors. **Attach a copy of the certificate received.

Each business will select a classification/specialty designation for which they are applying for and provide one Qualified Individual for each designations in section A or B. The Qualified Individual must meet the following criteria:

1. Must be either a fulltime employee of the business (working a minimum of 30 hours or more with the business) or listed as a member of Responsible Management.
2. Must have the minimum years of experience in the classification or specialty – 1 year for a Class C license, 3 years for a Class B license and 5 years for a Class A license. *An Experience Verification Form must be submitted for each Qualified Individual who is requesting a designation that requires pre-approval for an examination.
3. Have successfully completed the appropriate prerequisite for the classification or specialty designation selected. The prerequisite for each is listed below, as well as on the application. *For more information on these, see the Requirements for the Qualified Individual Form found on our website at www.dpor.virginia.gov/Boards/Contractors.

Applicants must hold a Certification for the following designations:

BEC – Blast/explosive MHC – Manufactured home contracting
RMC – Radon Mitigation SPR – Fire Sprinkler

Applicants must hold a valid license issued from DPOR for the following designations:

ADS – Alternative Disposal System ASB – Asbestos
ASC – Accessibility Services ASL – Accessibility Services with LULA
CDS – Conventional Disposal System ELE – Electrical
EEC – Elevator/escalator GFC – Gas Fitting
HVA – HVAC LAC – Lead Abatement
LPG – Liquefied petroleum gas NGF – Natural gas fitting provider
PLB – Plumbing WWP – Water well/pump

Applicants are required to be pre-approved and pass an examination for the following designations: * All qualified individuals must submit an Experience Verification Form for these designations. **Experience Verification form can be found at www.dpor.virginia.gov/Boards/Contractors

AES – Alternative energy systems H/H – Highway/heavy
PAV – Asphalt paving & seal coating HIC – Home Improvement
BSC – Billboard/sign IBC – Industrialized Building
CBC – Commercial Building INS – Insulation & Weather Stripping
CIC – Commercial improvement ISC – Landscape irrigation
CEM – Concrete LSC – Landscape services
DRY – Drywall Company MCC – Marine facility
ESC – Electronic/communication service BRK – Masonry
EMW – Environmental monitoring well PTC – Painting & wall covering
ENV – Environmental specialties RFC – Recreational facility
EMC – Equipment/machinery REF – Refrigeration
FIC – Farm improvement RBC – Residential Building
FIN – Finish Carpentry ROC – Roofing
FAS – Fire alarm systems STL – Steel Erection Contracting
FSP – Fire suppression POL – Swimming pool construction

FLR – Flooring & Floor Covering TMC – Tile, Marble, Ceramic & Terrazzo
FRM – Framing Sub Contractor UUC – Underground Utility & Excavating
GLZ – Glass & Glazing VCC – Vessel construction

Applicants are required to receive special approval by the Board for the following designation:

MSC – Miscellaneous Contracting

A. If you are applying for Commercial Building (CBC) or Commercial Improvement (CIC) only you'll select CBC or CIC and complete the application box with the Qualified Individuals last name, first name, middle initial, years of experience, exam date if applicable, social security number or VA DMV number, VA Qualifying License number if applicable, and date of birth. If you're applying for Commercial Building or Commercial Improvement and/or any other specialty, you'll omit section A and proceed to section B. *When applying for Commercial Building or Commercial Improvement only, the Contractor's Recovery Fund fee is not required and you're application fee is \$360 for Class A, \$345 for Class B and \$210 for Class C. **Submit your experience verification form for each specialty.

B. Complete the application with the three letter code for the specialty in which the company is applying for, then complete the remaining boxes with the Qualified Individuals last name, first name, middle initial, years of experience, exam date if applicable, social security number or VA DMV number, VA Qualifying License number if applicable, and date of birth. *Submit experience verification form for each required specialty.

13. Class C applicants skip to question 14. All Class A & Class B license applicants must declare a Designated Employee who has successfully completed the appropriate business examinations and is either a full-time employee of the business (working a minimum of 30 hours or more with the business) or listed as a member of Responsible Management. The required examinations are listed below and must be completed through PSI exams. PSI exams may be contacted at www.psiexams.com or 855-340-3910.

Class A – Advanced, General and Virginia examinations

Class B – General and Virginia examinations

14. If the Business, Designated Employee, Qualified Individual, or Responsible Management has ever been subject to a disciplinary action taken by any (including Virginia) local, state or national regulatory body, select YES on the application and complete the Disciplinary Action Reporting Form. You must provide a certified copy of the final order, decree or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decisions. *Disciplinary Action Reporting Form can be found at www.dpor.virginia.gov/Boards/Contractors

If no, select NO on the application and move to question 15.

15. A. If the Business, Designated Employee, Qualified Individual, or Responsible Management has ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any felony select YES on the application and complete the Criminal Conviction Reporting Form. Virginia residents must provide a copy of their original criminal history record dated within ninety (90) days. You may request an original criminal history record by contacting the Virginia State Police at www.vsp.virginia.gov or by phone at 804-674-6718.

*Applicants with a conviction from other jurisdictions (other than Virginia) must provide a copy of an original official criminal history record from each state/jurisdiction in which they have been convicted dated within ninety (90) days.

**Criminal Conviction Reporting Form can be found at www.dpor.virginia.gov/Boards/Contractors.

If no, select NO on the application and move to question 15 B.

- B. If the Business, Designated Employee, Qualified Individual, or Responsible Management has been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any non-marijuana misdemeanor within the last three (3) years select YES on the application and complete the Criminal Conviction Reporting Form. Virginia residents must provide a copy of their original criminal history record dated within ninety (90) days. You may request an original criminal history record by contacting the Virginia State Police at www.vsp.virginia.gov or by phone at 804-674-6718.

*Applicants with a conviction from other jurisdictions (other than Virginia) must provide a copy of an original official criminal history record from each state/jurisdiction in which they have been convicted dated within ninety (90) days.

**Criminal Conviction Reporting Form can be found at www.dpor.virginia.gov/Boards/Contractors.

If no, select NO on the application and move to question 16.

16. If the business, Designated Employee or any member of Responsible Management has had any outstanding/past-due debts (including child support arrearages); judgements; past due 'unpaid' claims or suits; outstanding tax obligations; defaults on bonds; or pending/past bankruptcies within the last three years (Class C), four years (Class B), or five years (Class A), select YES on the application and complete the Adverse Financial History Reporting Form. You must provide a certified copy of the final order, decree or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decisions. **Adverse Financial History Reporting Form can be found at www.dpor.virginia.gov/Boards/Contractors

If no, select NO on the application and move to question 17.

17. The company must comply with the local licensing requirements of all counties, cities and towns in which work is performed. If all members of Responsible Management will comply, select YES and move to question 18. If all members of Responsible Management will not comply, select NO. If no is selected, the application cannot be processed.
18. Class C applicants skip to question 19. All Class A & B applicants must meet the minimum net worth/equity requirements (At least \$15,000 for Class B or \$45,000 for Class A applicants). If the company meets the net worth/equity requirements select YES. The firm must provide a completed Financial Statement Form with supporting documentation, a CPA review or audit, or a surety bond submitted on the Board's Surety Bond Form. *The Financial Statement Form and Surety Bond Form can be found at www.dpor.virginia.gov/Boards/Contractors
19. All individuals listed on the application must sign the application. Electronic signatures that are not a facsimile of your signature are not accepted.

By signing the application, you acknowledge that if you are not a Virginia resident, or move outside of Virginia while you hold a Virginia license, you understand that this application serves as written power of attorney, whereby you appoint the Director of the Department of Professional and Occupational Regulation, and his/her successors in office, to be your true and lawful agency and attorney-in-fact, in your stead, upon whom all legal process against and notice to you may be served and who is hereby authorized to enter an appearance on your behalf in any case or proceedings arising out of the trade or profession practiced; and that by submitting this application, you hereby agree that any lawful process against you which is duly served on said agent and attorney-in-fact shall be of the same legal force and validity as if served upon you.

By signing the application, all parties are certifying the following statements:

- I am aware that submitting false information or omitting pertinent or material information in connection with this application will delay processing and may lead to license revocation or denial of license.
- I will notify the Board of any changes to information provided in this application prior to receiving requested license, certification, or registration including, but not limited to any disciplinary action or conviction of a felony or non-marijuana misdemeanor (in any jurisdiction).
- I authorize the Department to verify information concerning me or any statement in this application from any person, or any source the department may contact. I also agree to present any credentials or documents required or requested by the Department.
- I authorize any federal, state or local government agency, current or former employer, or other individual or business to release information which may be required for a background investigation.
- I have read, understand and complied with all the laws of Virginia related to this profession under the provisions of Title 54.1, Chapter 11 of the Code of Virginia and the Virginia Board for Contractors Regulations.

When submitting your completed application, be sure to submit your application fee with it.

A Step By Step Guide to Obtaining Your Contractor License

Step One – Create a business entity.

Contractor licenses are issued to business entities, not to individuals, so the first step is to create a business entity. While the Board for Contractors recognizes all legal forms of business entities, the most common are: sole proprietorships, limited liability companies (LLC), partnerships, and corporations. You should seek the help of a professional, such as an attorney or CPA, to help you decide what type of business entity would be the best for you. Additionally, several types of businesses require registration with the State Corporation Commission, and a professional can help you with that task. You may also obtain information from Virginia's Business One Stop service at www.virginia.gov/business/business-one-stop.

Step Two – Name that company and be sure to register that name.

All businesses have a name. Sometimes that is just the name of the sole proprietor, but often it is a fictitious or "trading as" name. You may choose any fictitious name allowed by law, but you must register that name with appropriate authorities. If your company is a corporation, LLC or limited partnership, you must register both your company and any names used by that company with the Virginia State Corporation Commission. If you have a partnership or sole proprietorship you must register any fictitious name with the court in the jurisdiction in which your company is located. You must provide documentation of any fictitious name as part of your application to the Board for Contractors.

While you may be as creative as you would like in developing a fictitious name, it must not indicate that you do work that is not allowed by your license. For example, if ABCXYZ, Inc. has applied for a license to perform roofing work, it would not be allowed to be called ABCXYZ Builders, Inc., as their license would not permit them to build.

Step Three – Determine the type of license your company will need.

A. Choose your license class.

Licenses are issued in one of three license classes; A, B, or C. The class of license determines what, if any, monetary restrictions are placed on the size of contracts or projects you may perform. A Class C license is restricted to contracts/projects that are less than \$30,000, with the total amount of all contracts/projects performed in a twelve month period remaining below \$250,000. A Class B license is restricted to contracts/projects that are less than \$150,000, with the total amount of all contracts/projects performed in a twelve month period remaining below \$1 million. There are no monetary restrictions for Class A licenses.

It is important to select the right class of license for the amount of work your company will be performing as exceeding the limits of your license is a violation of the regulations and could result in disciplinary action being taken by the Board against the licensee. It is also important to remember that each class of license has different financial and experience requirements. Even though you may want a Class A license, you may not meet the eligibility criteria for one, so be sure that you review all of the eligibility requirements before submitting your application.

B. Choose your specialty.

Now that you have determined how much work you are going to be allowed to perform with your license, you must determine what you are going to do. Contractor licenses have classifications and specialties that identify the type of work that may be performed with the license. These classifications and specialties are identified as three letter abbreviations that are printed on the bottom of the license. The definition of each of the classifications and specialties can be found in the Board for Contractors Regulations. It is important to select the specialty that best describes the work your company will be performing as working outside the scope of your license is a violation of the regulations and could result in disciplinary action against the license holder.

In order to hold a specialty on your license the Qualified Individual (QI) must meet all of the eligibility criteria. That means that your QI must have experience in that particular specialty and must demonstrate that knowledge by holding an individual license/certification or by taking an examination. Without meeting both the experience and examination/licensing requirements, you will not be permitted to hold the specialty on your license. See Step Five for additional information about the QI.

Step Four – Identify your Responsible Management.

All licensed contractors are required, by law, to identify officers, members, partners, owners, etc., of their business entities. These are the individuals responsible for the license and for ensuring that all regulations and statutes are followed. The individuals that must be identified depend on the type of business entity formed for your company. Sole proprietorships, for example, must only identify the one individual who owns the business. Partnerships must identify the partners, corporations must identify the officers, and LLCs must identify the members/managers. In order to complete the application you must provide the names of these individuals, their birthdates, Social Security Numbers OR Virginia DMV Control Number, and their address, and you must include a copy of a government issued photo ID.

Step Five – Identify your Qualified Individual(s).

You must have a Qualified Individual (QI) for each of the specialties wanted on the license. The QI must be either a bona fide full-time employee (minimum 30 hours per week and not a 1099 employee) OR one of the members of Responsible Management identified in step four. All QIs are required to have experience in the specialty they will be linked to and the amount of that experience is determined by the class of license. The QI for a Class A license must have five years of experience in the specialty, Class B must have three years of experience, and Class C one year of experience. The type of work that may be counted towards meeting the experience requirements can be found in the definition of each specialty listed in the Board for Contractors Regulations.

Qualified Individuals must have an additional license or certification OR complete a technical examination that is based on the scope of work allowed by that particular specialty. Trade-related specialties, for example, require that the QI hold a valid Master Tradesman license, issued by the Board for Contractors, in the appropriate specialty. In another example, the QI of the home improvement specialty must successfully complete the home improvement technical examination. You can find a list of the specialties that have additional QI requirements on the Trade Related Examinations and Qualifications Information sheet that is included in the application packet. In order to complete the application you must provide the names of these individuals, their birth dates, Social Security Numbers OR Virginia DMV Control Number, and their address, and you must include a copy of a government issued photo ID.

Step Six – Identify your Designated Employee and complete the examination.

Class A and Class B contractors must have a Designated Employee who has passed the required portions of the examination. As with the Qualified Individual, the Designated Employee must be a member of Responsible Management or a bona fide full-time employee. All Designated Employees for Class B licenses must successfully complete the General and Virginia portions of the examination. All Designated Employees for Class A licenses must successfully complete the General, Virginia, and Advanced portions of the examination. Please note that there is no Designated Employee for Class C licenses.

In order to complete the application you must provide the names of these individuals, their birthdates, Social Security Numbers OR Virginia DMV Control Number, and their address, and you must include a copy of a government issued photo ID.

Step Seven – Complete the pre-license education course.

All applicants for licensure as a contractor (all classes) are required to have either a member of Responsible Management or their Designated Employee (for Class A and Class B license only) successfully complete a pre-license education course that has been approved by the Board for Contractors. There are several dozen approved courses that are available that can be used to meet this requirement. Most are given in the classroom, but some providers offer online or correspondence courses. While the Board approves these courses, the providers are permitted to set their own fees, schedules, and locations, so you should check the list of providers and contact the ones that best meet your needs. You may download a list of approved providers from our website.

Step Eight – Complete the entire application.

It is important that all items on the application be completed. Failing to complete an item will result in a delay in the processing of your application. If you have a question about an item on any application form please email the Board for Contractors at contractor@dpor.virginia.gov, or call the licensing staff at (804) 367-8511.

Some of the questions may, depending on your answer, require that you provide additional documentation. Please be sure to carefully read what additional information may be needed, as failure to provide everything that is required will result in a delay in processing your application.

Step Nine – Send the application to the Board with the appropriate fee.

You must submit the appropriate fee along with your application. Each form has the fee that must be submitted listed on the first page of that form. Applications received without a fee are returned to the applicant and no additional action is taken. If you send in the wrong fee, it may delay the processing of your application. Please note that fees are non-refundable so, if you do not meet the eligibility requirements for licensure, you are not issued a refund of the application fee.

Step Ten – Be patient while the licensing staff processes your application.

Applications are processed on a first in – first out basis, and the average processing time for most applications is approximately 30 days, but can be more or less depending on a number of factors. If your application is complete and you have met all of the eligibility requirements, the license will be issued at the initial review and will be mailed to you. If your application is incomplete, then a letter will be sent to you outlining what was missing and what we need to finish the review and issue your license.

A note about “non-routine applications:” if an application involves someone with a past criminal history, past adverse financial history, or past disciplinary history, it is considered a non-routine application and often involves an extra step or two in order to be processed. This might include scheduling an Informal Fact-Finding Conference and additional review by the Board. If your application must be reviewed by the Board, you will be notified and information will be provided to you regarding the process in place to get your application processed.

**Board for Contractors
 LICENSE APPLICATION**

**A check or money order payable to the TREASURER OF VIRGINIA,
 or a completed credit card insert must be mailed with your application package.**

APPLICATION FEES ARE NOT REFUNDABLE.

FINANCIAL REQUIREMENTS:

Class A & Class B Applicants must provide proof of financial responsibility. Class A applicants must document \$45,000 in net worth/equity. Class B applicants must document \$15,000 in net worth/equity. Applicants who do not meet these requirements may qualify for a Class C license.

Select the **one** license type you are requesting.

Type of License	X	Trans Code	Initial License Fee*	Financial Documentation Included (select only one)
Class A	<input type="checkbox"/>	1022	\$425.00	
Class B	<input type="checkbox"/>	1021	\$405.00	
Class C	<input type="checkbox"/>	1020	\$260.00	N/A

* License fee may be adjusted per designation selection. (See question #12.A.)

1. Business Entity/Sole Proprietor Name _____

➤ A sole proprietor should enter his/her full legal name and the company name should be entered below as the assumed/fictitious name. All names must be the same as displayed on government issued ID or organization/business documents.

2. Assumed or Fictitious Name [^] _____

[^] If an **assumed/fictitious name** is to be used, a copy of the certificate filed with the Virginia State Corporation Commission (SCC) pursuant to [§59.1-69](#) of the *Code of Virginia* must be attached to this application.

3. A. Type of business entity (select only **one**)

- Sole Proprietorship General Partnership Solely Owned LLC Corporation
 Limited Partnership Limited Liability Company Other, please specify: _____

Other: Association, Business Trust, Government Agency, Joint Venture, Limited Liability Partnership, Non Profit, Professional Corporation, or Professional Limited Liability Company.

B. State Corporation Commission (SCC) Number: _____ (If applicable)

➤ All businesses in Virginia must be registered with the SCC (including all out-of-state businesses). Firms/Businesses shall be organized as business entity under the laws of the Commonwealth of Virginia or otherwise authorized to transact business in Virginia. No **person, partnership, limited liability company or corporation** shall conduct or transact business in this Commonwealth under any assumed or fictitious name unless register with the Virginia SCC.

For additional information, contact the SCC at www.scc.virginia.gov or by phone at (804) 371-9733.

4. Provide **one** of the following identification numbers:

Business Federal Employer Identification Number (EIN) _____

Federal Employer Identification Number (12-3456789)

Sole Proprietor's/Individual's Social Security Number **and/or** _____

Virginia Department of Motor Vehicles Control Number * _____

Social Security or Virginia DMV Number (123-45-6789)

➤ Enter the same identification number as used on previous applications or licenses on file with the department.

* State law requires every applicant, *who is not a sole proprietor or solely owned LLC*, to provide a federal employer identification number. *Sole proprietor or solely owned LLC* who do not have a FEIN must provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
					2705	
BOARD USE ONLY	SCC	ETS	CLASS A	CLASS B	VIRGINIA	TECHNICAL

5. Provide Mailing Address (P.O. Box accepted). The mailing address will be printed on the license.

Address _____
 APT/Unit # _____
 City _____ State (abbr.) _____ Zip Code _____

6. Street Address (P.O. Box **not** accepted). **Physical Address Required.**

Check here if Street Address is the **same** as the Mailing Address listed above.

Address _____
 APT/Unit # _____
 City _____ State (abbr.) _____ Zip Code _____

7. Contact Numbers _____

Primary Telephone _____ Alternate Telephone _____ Fax _____

8. Email Address _____

Email address is considered a public record and will be disclosed upon request from a third party.

9. Does your **Business, Designated Employee, Qualified Individual(s) or Responsible Management** have a current or expired contractor's license, certification or registration from any jurisdiction (outside of Virginia)?

No

Yes If yes, complete the following table.

Business/Individual Full Legal Name	State/Jurisdiction	License, Certification or Registration Number	Expiration Date

10. List all **Responsible Management** (sole proprietor, partners of a general partnership, managing partner of a limited partnership, officers/directors of an association, managers/members of a limited liability company, or officers of a corporation):

Individual's Full Legal Name	Title	Address	Social Security No. or VA DMV Control No.*	Date of Birth

Required Documentation: Must attach a legible copy of a government issued photo ID for all members of Responsible Management.

11. All business entities applying for a license are required to have a **Designated Employee** or a member of **Responsible Management** complete a board approved pre-license education course approved by the Board of Contractors. Enter the following information for the individual who has successfully completed this requirement.

NOTE: Completion of this course cannot be used to substitute the business exams taken by the Designated Employee or Qualified Individual.

Full Name _____ Date of Birth _____

Provide either Social Security No. or VA DMV Control No.* - -

Social Security or Virginia DMV Number (123-45-6789)

Course Date Completed _____
MM/DD/YYYY

Provider Name _____

Required Documentation: Must attach a legible copy of a government issued photo ID for the **Designated Employee** (if applicable).

12. Below is a chart listing the license classifications and specialty designations issued by the Virginia Board for Contractors. A definition of the type of work that each of these classifications and designations may perform is available in the [Board for Contractors Regulations](#).

➤ Each business will select a classification/specialty designation for which they are applying for and provide **one Qualified Individual** for each designation in section A or B below. The **Qualified Individual** must meet the following criteria:

1. Must be either a fulltime employee of the business (working a minimum of 30 hours or more with the business) or who is listed as a member of Responsible Management.
2. Must have the minimum years of experience in the classification or specialty they are applying - 1 year for a Class C License, 3 years for a Class B License and 5 years for a Class A License. An **Experience Verification Form** must be submitted for each Qualified Individual who is requesting a designation that requires pre-approval for an examination.
3. Have successfully completed the appropriate prerequisite for the classification or specialty designation selected below. The prerequisite for each is listed in the box below. For more information on these please see the [Requirements for the Qualified Individual Form](#).

Continue to next page

License Classifications and Specialty Designations

Applicants must hold a Certification for the following classification and/or specialty:

BEC Blast/explosive MHC Manufactured home contracting RMC Radon mitigation
 SPR Fire sprinkler

Applicants must hold a valid license issued from DPOR for the following designation:

ADS Alternative Disposal System ELE Electrical LPG Liquefied petroleum gas
 ASB Asbestos EEC Elevator/escalator NGF Natural gas fitting provider
 ASC Accessibility Services GFC Gas fitting PLB Plumbing
 ASL Accessibility Services with LULA HVA HVAC WWP Water well/pump
 CDS Conventional Disposal System LAC Lead abatement

*** Applicants are required to be pre-approved and pass an examination for the following classification and/or specialty:**

AES Alternative energy systems FAS Fire alarm systems BRK Masonry
 PAV Asphalt paving & seal coating FSP Fire suppression PTC Painting & wall covering
 BSC Billboard/sign FLR Flooring & Floor Cover'g Contracting RFC Recreational facility
 CBC Commercial Building FRM Framing Sub Contractor REF Refrigeration
 CIC Commercial improvement GLZ Glass & Glazing Contracting RBC Residential Building
 CEM Concrete H/H Highway/heavy ROC Roofing
 DLR Drug, Lab, Remediation HIC Home Improvement STL Steel Erection Contracting
 DRY Drywall Company IBC Industrial building contracting POL Swimming pool construction
 ESC Electronic/communication service INS Insulation & Weather Stripping TMC Tile, Marble, Ceramic
 EMW Environmental monitoring well Contracting & Terrazzo Contracting
 ENV Environmental specialties ISC Landscape irrigation UUC Underground Utility
 EMC Equipment/machinery LSC Landscape services & Excavating Contracting
 FIC Farm improvement MCC Marine facility VCC Vessel construction
 FIN Finish Carpentry Contracting

*** All qualified individuals must submit an Experience Verification Form for these designations.**

Applicants are required to receive special approval by the Board for the following specialty:

MSC Miscellaneous Contracting

A. Are you applying for a Commercial Building Contractor (CBC) classification, and/or a Commercial improvement (CIC) specialty; ***with no other*** classification/specialty requested for this license?

No If no, complete section 12.B.

Yes If yes, complete the following table*: (Do not complete question #12.B.)

* Modification to your application fee is as follows: **Class A: \$400.00** Class B: \$380.00** Class C: \$235.00****

**** Contractor's Recovery fund fee is not required for CBC/CIC only.**

Select	3-letter Code	Last Name	First Name	MI	Years of Exp.	Exam Date	Social Security No. or VA DMV Control No. *	VA Qualifying License No. (if applicable)	Birth Date
<input type="checkbox"/>	CBC								
<input type="checkbox"/>	CIC								

Required Attachment: Complete an Experience Verification Form for each Qualified Individual listed in this table.

B. If you answered "no" in Section A, select **all** the license classification and specialty designations you are requesting for this license:

(This section can include CBC/CIC designation, but only if your request includes other classification/specialties. There is **no fee reduction to your application fee**. Contractor's Recovery fund fee is required for all other classification/specialty designations.)

3-letter Code	Last Name	First Name	MI	Years of Exp.	Exam Date	Social Security No. or VA DMV Control No.*	VA Qualifying License No. (if applicable)	Birth Date

➤ Any business requesting a license may have more than one classification or specialty designation.

Required Attachment: Complete an **Experience Verification Form** for each Qualified Individual who is seeking pre-approval for a designation that **requires an examination (only)**. **IF applying for the MSC specialty**, provide the Board for Contractors with all required documentation to support your request for this designation.

13. All Class C applicants, skip to question #14.

All Class A & Class B license applicants must declare a **Designated Employee** who has successfully completed the appropriate business examinations and is either a full-time employee (not a 1099 employee) of the business or a member of Responsible Management. For licensure information, contact the Board for Contractor's by phone at 804-367-8511 or email at contractor@dpor.virginia.gov.

Required examinations per class: Class A - Advanced, General, and Virginia exam; and Class B - General and Virginia exam.

Complete the following information for the **Designated Employee** of this business:

Full Name _____ Date of Birth _____

Required Documentation: If the Designated Employee is not a member of Responsible Management, attach a legible copy of a government issued photo ID and provide fulltime employment verification (I9, W2, or other similar documentation).

Provide either Social Security No. or VA DMV Control No.*:

_____ - _____
Social Security or Virginia DMV Number (123-45-6789)

Exam Date _____

14. Has this **Business, Designated Employee, Qualified Individual(s) or Responsible Management** ever been subject to a **disciplinary action** taken by any (including Virginia) local, state or national regulatory body?

No

Yes If yes, complete the [Disciplinary Action Reporting Form](#).

15. A. Has this **Business, Designated Employee, Qualified Individual(s) or Responsible Management** ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any **felony**?

No

Yes If yes, complete the [Criminal Conviction Reporting Form](#).

B. Has this **Business, Designated Employee, Qualified Individual(s) or Responsible Management** been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any non-marijuana **misdemeanor** within the last 3 years?

No

Yes If yes, complete the [Criminal Conviction Reporting Form](#).

16. Has any member of **Responsible Management** ever had any **outstanding/past-due debts** within the time frame specified below (including child support arrearage); judgments; liens; past due 'unpaid' claims or suits; outstanding tax obligations; defaults on bonds; or pending/past bankruptcies?

Class C	Within the past 3 years
Class B	Within the past 4 years
Class A	Within the past 5 years

No

Yes If yes, complete the [Adverse Financial History Reporting Form](#).

17. Do all members of **Responsible Management** understand that all Class A, Class B and Class C Contractors must comply with the local licensing requirements of all counties, cities and towns in which work is performed?

No **IF NO, THIS APPLICATION CANNOT BE PROCESSED.**

Yes

18. Class A & Class B applicants only:

Does this business/firm meet the minimum net worth/equity requirements? (At least \$15,000 for Class B applicants or \$45,000 for Class A)

No If no, the firm may qualify for a Class C license.

Yes If yes, the firm is required to submit a complete [\(a\) Financial Statement Form](#), (b) CPA review/audit, **OR** [\(c\) Surety Bond Form](#) with this application.

By signing this application, you acknowledge that if you are not a Virginia resident, or move outside of Virginia while you hold a Virginia Contractors License, you understand that this application serves as a written power of attorney, whereby you appoint the Director of the Department of Professional and Occupational Regulation, and his/her successors in office, to be your true and lawful agency and attorney-in-fact, in your stead, upon whom all legal process against and notice to you may be served and who is hereby authorized to enter an appearance on your behalf in any case or proceedings arising out of the trade or profession practiced; and that by submitting this application, you hereby agree that any lawful process against you which is duly served on said agent and attorney-in-fact shall be of the same legal force and validity as if served upon you.

19. By signing this application, I certify the following statements:

- I am aware that submitting false information or omitting pertinent or material information in connection with this application will delay processing and may lead to license revocation or denial of license.
- I will notify the Board of any changes to the information provided in this application prior to receiving the requested license, certification, or registration including, but not limited to any disciplinary action or conviction of a felony or misdemeanor (in any jurisdiction).
- I authorize the Department to verify information concerning me or any statement in this application from any person, or any source the department may desire. I also agree to present any credentials or documents required or requested by the Department.
- I authorize any federal, state or local government agency, current or former employer, or other individual or business to release information which may be required for a background investigation.
- I have read, understand and complied with all the laws of Virginia related to this profession under the provisions of Title 54.1, Chapter 11, of the *Code of Virginia* and the *Virginia Board for Contractors Regulations*.

Signature(s) of all members of Responsible Management (required):

(sole proprietor, partners of a general partnership, managing partner of a limited partnership, officers/directors of an association, managers/members of a limited liability company, or officers of a corporation)

I certify that I am a member of responsible management as defined in 18VAC50-22-10 of the Board for Contractors regulations and am authorized to bind the applicant to contracts and other legal obligations.

1. Print Name _____ Title _____
Signature _____ Date _____
2. Print Name _____ Title _____
Signature _____ Date _____
3. Print Name _____ Title _____
Signature _____ Date _____
4. Print Name _____ Title _____
Signature _____ Date _____
5. Print Name _____ Title _____
Signature _____ Date _____
6. Print Name _____ Title _____
Signature _____ Date _____
7. Print Name _____ Title _____
Signature _____ Date _____
8. Print Name _____ Title _____
Signature _____ Date _____

Photocopy this page if additional signatures are needed.

Signature of Designated Employee: (Who are listed on this application and **not** a member of Responsible Management)

1. Print Name _____ Title _____
Signature _____ Date _____

Signature(s) of Qualified Individual: (Who are listed on this application and not a member of Responsible Management)

1.	Print Name _____	Title _____
	Signature _____	Date _____
2.	Print Name _____	Title _____
	Signature _____	Date _____
3.	Print Name _____	Title _____
	Signature _____	Date _____
4.	Print Name _____	Title _____
	Signature _____	Date _____
5.	Print Name _____	Title _____
	Signature _____	Date _____
6.	Print Name _____	Title _____
	Signature _____	Date _____

Photocopy this page if additional signatures are needed.

ATTACHMENTS: (Check all attachments/documentation included with this application)

- Attach a copy of Government Issued Photo IDs for each member of **Responsible Management, Designated Employee, and all Qualified Individuals** listed on this application. (Photo must be legible)
- All businesses with an assumed/fictitious name must attach a copy of the certificate filed with the Virginia State Corporation Commission (SCC) pursuant to [§59.1-69](#) of the Code of Virginia. - question #2
- Any **Designated Employee or Qualified Individual** listed on this application must submit verification of employment (I9, W2 or others) if not a member of Responsible Management.
- Attached documentation verifying business FEIN number - question #4
- Completed the Pre-License Education Course taken by **Designated Employee** or member of **Responsible Management** - question #11
- Qualified Individual(s)** must attach a copy of any certifications - if required - question #12.B.
- Experience Verification Form** completed for each **Qualified Individual** who is seeking pre-approval for an examination (only) per the designation requested - questions #12.A or 12.B
- All required documentation to support the special request for the **Miscellaneous Contracting (MSC)** designations shall be submitted with this application package. This specialty is limited to a single activity and will be restricted to that specialty only - question #12.B
- Designated Employee** completed the business examination? - question #13
- All disclosure forms and supporting documentation - questions #14-16
- All applicants for Class A or Class B license types must submit ONE of the following: (a) [Financial Statement Form](#), (b) CPA review/audit OR (c) Surety Bond Form. - question #18