



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

INSTRUCTIONS FOR APPLYING FOR CITY OF CHARLESTON CONTRACTOR'S LICENSE

All General, Sub-Contractors, Sign, Specialty, Electrical, HVAC and Plumbing Contractors doing work in the City of Charleston must be licensed. Currently licensed contractors must **renew their City of Charleston Contractor's License by July 1st of each year.** All of the following items listed must be submitted in order to obtain a license:

1. A City of Charleston Application Form or Renewal Notice.
2. A copy of your **current State of West Virginia Contractor's License.**
Electrical contractor licenses require a current copy of a Master WV State Fire Marshal's license.
HVAC contractor licenses require a current copy of an HVAC Technician License.
Plumbing contractor licenses require a copy of a current Master Plumber'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. The West Virginia Insurance Commissioner's Office is located at 900 Pennsylvania Ave. in Charleston WV. Their phone number is 888-879-9842 or 304-558-3386.
5. Annual Fee of all contractor's licenses is \$90.00. Journeyman Plumber's \$25.00, Electricians (Sole Proprietor Only) \$25.00. (We do not accept credit or debit cards for payment.)

Without all of the items listed above, your application will be returned! NO EXCEPTIONS!

You may be denied renewal of your contractor license 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 has 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 requires a City of Charleston Contractor's license and a 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 may be obtained on our website or will be sent to contractors upon request.

Completed applications for a City of Charleston contractor's license renewal and the required attachments must be returned to:

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

Effective August 1, 2016, the City of Charleston Building Department will be enforcing the 2015 International Codes, the 2014 National Electrical Code, and the 2009 International Energy Conservation Code.