TEMPORARY CONTRACTOR’S LICENSE APPLICATION

Application Fees are NOT refundable.

Temporary Contractor Application:

1. A temporary license is only valid for 45 days and cannot be renewed, reinstated or reapplied for.
2. This license will allow firms to have 45 days to complete all licence requirements for a two year contractor license that will be renewable.
3. This application is for contractors with a current out of state contractor license.

To use this application you must provide the following:

- A letter of good standing from the State Agency/Regulatory Board that issued your contractor license.
  - Please note that letters from the State Corporation Commission, Secretary of the State or locality issued business licenses cannot be used towards a temporary license application.
  - If your firm cannot provide a letter of good standing from a state agency equivalent to the Board for Contractors your application will be determined incomplete and your application fee will be valid for one year from the received date.
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.

<table>
<thead>
<tr>
<th>Type of License</th>
<th>Trans Code</th>
<th>Initial Fee*</th>
<th>Financial Documentation Included (select only one)</th>
<th>Finance Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class A</td>
<td>1022</td>
<td>$435.00</td>
<td>Financial Statement Form</td>
<td></td>
</tr>
<tr>
<td>Class B</td>
<td>1021</td>
<td>$420.00</td>
<td>CPA review/audit</td>
<td></td>
</tr>
<tr>
<td>Class C</td>
<td>1020</td>
<td>$285.00</td>
<td>Surety Bond Form</td>
<td></td>
</tr>
</tbody>
</table>

* License fee may be adjusted per designation selection. (See question #13.A.)

1. Does your Business hold a current contractor's license, certification or registration from any jurisdiction (outside of Virginia)?
   - No [ ] If no, you do not qualify for a temporary license. Complete the Contractors license application.
   - Yes [ ] If yes, attach a letter of Certification/Letter of Good Standing from each jurisdiction.

   Certifications of Licensure/Letter of Good Standing, prepared by the state board or regulatory body 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 a violation or undetermined finding.

2. 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.

3. 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.

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

- [ ] Business Federal Employer Identification Number (EIN) ✧
- [ ] Board for Contractor's requires verification from the IRS. (www.irs.gov)
- [ ] Sole Proprietor's/Individual’s Social Security Number and/or
- [ ] Virginia Department of Motor Vehicles Control Number ✧

> 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.

6. Mailing Address (PO Box accepted)

   The mailing address will be printed on the license.

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

7. Street Address (PO Box not accepted)

   **PHYSICAL ADDRESS REQUIRED**

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

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

8. Contact Numbers

   - Primary Telephone
   - Alternate Telephone
   - Fax

9. Email Address

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

10. 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.

<table>
<thead>
<tr>
<th>Business/Individual Full Legal Name</th>
<th>State/Jurisdiction</th>
<th>License, Certification or Registration Number</th>
<th>Expiration Date</th>
</tr>
</thead>
</table>

11. 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):

<table>
<thead>
<tr>
<th>Individual's Full Legal Name</th>
<th>Title</th>
<th>Address</th>
<th>Social Security No. or VA DMV Control No.*</th>
<th>Date of Birth</th>
</tr>
</thead>
</table>

   **Required Documentation:** Must attach a legible copy of a government issued photo ID for all members of Responsible Management.
12. 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.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Date of Birth</th>
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</table>

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

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<tr>
<th>Social Security or Virginia DMV Number (123-45-6789)</th>
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Course Date Completed _____________________________

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<tr>
<th>Provider Name</th>
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13. 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 - 2 years 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. For more information on these please see the Requirements for the Qualified Individual Form.

**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: |
| ASB Asbestos GFC Gas fitting PLB Plumbing |
| ASC Accessibility Services HVA HVAC SDS Sewage disposal system |
| ASL Accessibility Services with LULA LAC Lead abatement WWP Water well/pump |
| ELE Electrical LPG Liquefied petroleum gas |
| EEC Elevator/escalator NGF Natural gas fitting provider |

* 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 & Excavating Contracting |
| EMC Equipment/machinery LSC Landscape services VCC Vessel construction |
| FIN Farm improvement MCC Marine facility |

*  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 13.B.
   Yes ☐ If yes, complete the following table*: (Do not complete question #13.B.)

* Modification to your application fee is as follows:  
   Class A: $360.00**  
   Class B: $345.00**  
   Class C: $210.00**

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

<table>
<thead>
<tr>
<th>Select</th>
<th>3-letter Code</th>
<th>Last Name</th>
<th>First Name</th>
<th>MI</th>
<th>Years of Exp.</th>
<th>Exam Date</th>
<th>Social Security No. or VA DMV Control No.*</th>
<th>VA Qualifying License No. (if applicable)</th>
<th>Birth Date</th>
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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.)

<table>
<thead>
<tr>
<th>3-letter Code</th>
<th>Last Name</th>
<th>First Name</th>
<th>MI</th>
<th>Years of Exp.</th>
<th>Exam Date</th>
<th>Social Security No. or VA DMV Control No.*</th>
<th>VA Qualifying License No. (if applicable)</th>
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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.

14. All Class C applicants, skip to question #15.
   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).

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

   Exam Date ___________________________

15. 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.
16. 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? Any plea of nolo contendere shall be considered a conviction.
   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 misdemeanor within the last 3 years? Any plea of nolo contendere shall be considered a conviction.
   No ☐
   Yes ☐ If yes, complete the Criminal Conviction Reporting Form.

17. During the past five years, has any member of Responsible Management had any outstanding/past-due debts (including child support arrearage); judgments; liens; past due ‘unpaid’ claims or suits; outstanding tax obligations; defaults on bonds; or pending/past bankruptcies?
   No ☐
   Yes ☐ If yes, complete the Adverse Financial History Reporting Form

18. 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 ☐

19. 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.

20. 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 __________

(Photocopy this sheet if additional signatures are needed.)

Signature of Designated Employee: (Who are listed on this application and is 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 __________

(Photocopy this sheet 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)

☐ 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.

☐ Attach a letter of Certification/Letter of Good Standing from each jurisdiction where licensed - question #1

☐ 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

☐ Attached documentation verifying business FEIN number - question #5

☐ Completed the Pre-License Education Course taken by Designated Employee or member of Responsible Management - question #12

☐ Qualified Individual(s) must attach a copy of any certifications - if required - question #13.B
☐ Experience Verification Form completed for each Qualified Individual who is seeking pre-approval for an examination (only) per the designation requested - questions #13.A or 13.B

☐ All required documentation to support the special request for the Miscellaneous Contracting (MSC) designation 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 #14

☐ All disclosure forms and supporting documentation - questions #15-17

☐ 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 #19