

**Board for Contractors
 CHANGE IN LICENSE CLASS 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

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 requested.

| 2705 - Change to an existing License: | | | | Financial Documentation Included (select only one) | |
|---------------------------------------|-------------------------------|------|-----------|--|--------------------------|
| <input type="checkbox"/> | Class A (from a Class B or C) | 9050 | \$385.00* | <input type="checkbox"/> | Financial Statement Form |
| <input type="checkbox"/> | Class B (from a Class A) | 9052 | \$370.00* | <input type="checkbox"/> | CPA review/audit |
| <input type="checkbox"/> | Class B (from a Class C) | 9051 | \$370.00* | <input type="checkbox"/> | Surety Bond Form |
| <input type="checkbox"/> | Class C (from a Class A or B) | 9053 | \$235.00* | N/A | |

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

1. Provide your current* Virginia Contractor's license issued by the board

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* If you currently do not hold a valid Virginia Contractor's license, you **can not proceed with this application**.

2. Business or Sole Proprietor Name _____
 > A sole proprietor should enter his/her full legal name and the company name should be entered below as the Trade/DBA name. All names must be the same as the name on your government issued ID or organization/business documents.

3. Trade, "Doing Business As" (DBA) or Fictitious Name _____
 ▲ All Sole Proprietors and General Partnerships with **DBA or Fictitious** names must attach a copy of the certificate filed with the Clerk of the Court in the locality where business will be conducted (if required by the locality), or a copy of a valid business license.

4. A. Type of business entity (select only **one**)
 Sole Proprietorship General Partnership Solely Owned LLC ♦ Other, please specify:
 Corporation ♦ Limited Partnership ♦ Limited Liability Company ♦ _____

Other: Association, Business Trust, Government Agency, Joint Venture, Limited Liability Partnership, Non Profit, Professional Corporation, Professional Limited Liability Company, or Sole Proprietor (Non-Broker Owned)

B. State Corporation Commission Number: _____ (If applicable)
 ♦ If your business is a **corporation, limited liability company, or limited partnership**, your business/trade name(s) must be registered with the Virginia State Corporation Commission (including all out-of-state businesses). Firm/Businesses shall be organized as business entities under the laws of the Commonwealth of Virginia or otherwise authorized to transact business in Virginia. Firm/Businesses must register any trade or fictitious names with the State Corporation Commission and the clerk of court in the county or jurisdiction where the business is to be conducted. 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 (FEIN) ♦
 ♦ Board for Contractor's requires verification from the IRS. (www.irs.gov)
 Sole Proprietor's/Individual's Social Security Number **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.

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| | | - | | | | | | | | |
| Federal Employer Identification Number (12-3456789) | | | | | | | | | | |
| | | | | | | | | | | |
| Social Security or Virginia DMV Number (123-45-6789) | | | | | | | | | | |

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

6. Mailing Address (PO Box accepted) _____
 The mailing address will be printed on the license. _____
 City State Zip Code

7. Street Address (PO Box not accepted) _____
PHYSICAL ADDRESS REQUIRED _____
 Check here if Street Address is the same as the Mailing Address listed above.

 City State Zip Code

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 any member of 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 |
|-------------------------------------|--------------------|---|-----------------|
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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):

| Individual's Full Legal Name | Title | Address | Social Security No. or VA DMV Control No.* | Date of Birth |
|------------------------------|-------|---------|--|---------------|
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Required Documentation: Must attach a legible copy of a government issued photo ID for all members of Responsible Management.

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

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 _____

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. The prerequisite for each is listed in the box 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 | | | | |

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|---|----------------------------------|-----|------------------------------|-----|------------------------|
| 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 | | |

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|--|----------------------------------|-----|--|-----|--|
| * 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 Contracting | TMC | Tile, Marble, Ceramic & Terrazzo Contracting |
| EMW | Environmental monitoring well | | | | |
| ENV | Environmental specialties | ISC | Landscape irrigation | UUC | Underground Utility & Excavating Contracting |
| EMC | Equipment/machinery | LSC | Landscape services | | |
| FIC | Farm improvement | MCC | Marine facility | VCC | Vessel construction |
| FIN | Finish Carpentry Contracting | | | | |
| * All qualified individuals must submit an <u>Experience Verification Form</u> for these designations. | | | | | |

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.*

| 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 |
|---------------|-----------|------------|----|---------------|-----------|---|---|------------|
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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)**.

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**? *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](#).

16. During the past five years, has any member of **Responsible Management** ever 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](#).

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 _____

(Photocopy this sheet if additional signatures are needed.)

Signature of Designated Employee: (Who is listed on this applications 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 _____

(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.
- Attached documentation verifying business FEIN number - question #5.
- Designated Employee** completed the business examination? - 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 - question #13.A or 13.B.
- 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