

NOTICE TO CONTRACTOR LICENSING APPLICANTS

CORPORATIONS, LIMITED LIABILITY COMPANIES, LIMITED LIABILITY PARTNERSHIPS & LIMITED PARTNERSHIPS

In this packet you will find:

- 1. West Virginia Candidate Information Brochure. This contains all the information on testing procedures, testing dates and reference materials.**
- 2. Contractor License Affidavit. Once you have successfully completed your examination(s), complete and have notarized the contractor license affidavit and return, along with your \$90.00, to the Contractor Licensing Board. Carefully read both the instructions and the insert for completing your affidavit.**
- 3. Wage Bond Requirements. Please read the entire packet to determine your wage bond status. The affidavit included in the packet must be completed, notarized, and returned with your license application and is necessary with or without the posting of a bond.**
- 4. Application for Business Registration Certificate. The application form to apply for this certificate is included in this packet. If you have not already obtained your business registration certificate for the State of West Virginia, you must complete and return this form to the State Tax Department at the address listed.**
- 5. Since your entity is a Corporation, Limited Liability Company, Limited Liability Partnership or Limited Partnership you must register as such with the West Virginia Secretary of State's Office. Their phone number is (304) 558-8000.**

Once the Board receives your completed Affidavit, you will be mailed your license. If all the above requirements have not been met, your contractor license affidavit will not be processed and will be returned to you.