



BUILDING DIVISION – APPLICATION FOR CONTRACTOR ACCOUNTS

Applications must be returned to the Building Division two weeks prior to purchasing permits for the Boards to meet and approve your application. A non-refundable fee of \$30.00 is due when the application is submitted.

Account Applying For:

Contractor _____
LLE _____
Mechanical _____

Home Improvement _____
LLP / Gas _____

Name _____ Application Date _____
Address _____ City _____
State _____ Zip _____
Business Phone _____ Cell Phone _____
Email _____

***You must show three years construction experience in the trade for which you are applying and/or written proof of grade on TN State LLE or LLP exam.**

Work Experience Starting with Present

Company Name _____
Supervisor Name _____
Address _____ City _____
State _____ Zip _____
Phone Number _____ Email _____

Company Name _____
Supervisor Name _____
Address _____ City _____
State _____ Zip _____
Phone Number _____ Email _____

Company Name _____
Supervisor Name _____
Address _____ City _____
State _____ Zip _____
Phone Number _____ Email _____



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List any other location in which you hold a license

City _____	State _____
License Type _____	License # _____
City _____	State _____
License Type _____	License# _____

Have you ever been denied a license or had your license revoked?

Yes _____ No _____

By signing below, I state that all information is true to the best of my knowledge.

Signature _____

Signed before me on this _____ day of, _____ 20 _____
a notary public for the state of _____ County of _____

Notary _____
Commission Expires _____

Below this line is for Kingsport Building Division Use ONLY:

Verify All Supporting Documentation Received YES NO

Signature: _____ Date _____

Review Board Use ONLY:

Approved <input type="checkbox"/>	Signature _____	Date _____
Disapproved <input type="checkbox"/>	Signature _____	Date _____

***SEE FOLLOWING PAGE FOR DOCUMENTS REQUIRED AT TIME OF SUBMITTAL:**



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REQUIRED DOCUMENTATION:

- ***General Contractors***
 - TN State License
 - Business License
 - COI (list City of Kingsport as Certificate Holder; to include General Liability and Workers' Compensation; if Workers' Comp Exempt we will need the TN State Exemption Letter)

- ***Electrical***
 - TN State LLE License
 - Business License
 - COI (list City of Kingsport as Certificate Holder; to include General Liability and Workers' Compensation; if Workers' Comp Exempt we will need the TN State Exemption Letter)
 - Performance Bond (\$10,000)
 - Pay Annual \$50.00 Trades Fee

- ***Plumbing / Gas***
 - TN State LLP License
 - Business License
 - COI (list City of Kingsport as Certificate Holder; to include General Liability and Workers' Compensation; if Workers' Comp Exempt we will need the TN State Exemption Letter)
 - Performance Bond (\$10,000)
 - Pay Annual \$50.00 Trades Fee

- ***Mechanical***
 - TN State License (if applicable)
 - Business License
 - COI (list City of Kingsport as Certificate Holder; to include General Liability and Workers' Compensation; if Workers' Comp Exempt we will need the TN State Exemption Letter)
 - Performance Bond (\$10,000)
 - Pay Annual \$50.00 Trades Fee

- ***Home Improvement***
 - Business License
 - COI (list City of Kingsport as Certificate Holder; to include General Liability and Workers' Compensation; if Workers' Comp Exempt we will need the TN State Exemption Letter)