



**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 \_\_\_\_\_  
Business Name \_\_\_\_\_

**Work Experience Starting with Present**

If you're an experienced Contractor, please tell us how long in the industry and list a few Customer references.

If you're a new Contractor 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.

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** (do not include Business Licenses)

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       Signature \_\_\_\_\_      Date \_\_\_\_\_

Disapproved       Signature \_\_\_\_\_      Date \_\_\_\_\_

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



## **BUILDING DIVISION – APPLICATION FOR CONTRACTOR ACCOUNTS**

### **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
  - 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)