



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. If required documentation is not received within 30 days of the application date, the process will be terminated and the application disapproved.

Account Applying For:

Contractor _____
LLE _____
Mechanical _____

Home Improvement _____
LLP / Gas _____

Applicant's 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:**



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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
 - 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)