



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 approved. **Please have application and all supporting documents turned in within 30 days otherwise the application will be void and you will have to restart the process.** All trades will also have a \$50 trades fee.(Initial and annual)

Account Applying For:

Contractor _____ Home Improvement _____
LLE _____ LLP / Gas _____
Mechanical _____

Applicant's Name _____ Application Date _____
Business Name _____ City & State _____
Business Address _____ Zip _____
Business Phone _____ Cell Phone _____
Email _____

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 _____
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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)