



## Contractor Registration

Per City of Mannington ordinances, no person shall engage in the business of contracting without first securing a license from the City and paying the license taxes specified, nor shall a person continue to engage in any such activity after his registration has expired, been suspended, or revoked.

- The license term begins on July 1<sup>st</sup> and ends on June 30<sup>th</sup> of each fiscal year.
- It shall be the responsibility of every general contractor to hire only such subcontractors that are registered in the City.
- All Business & Occupational taxes must be current before a license is issued.
- No license shall be assignable or transferable.
- All applicants must have a valid West Virginia Business Registration prior to obtaining a license in the City of Mannington. The WV State Tax Department can be reached in Charleston, WV at 1-800-982-8297. There is also a regional office located at the Huntington Bank Building, 230 West Pike Street, Clarksburg, WV. Their local phone number is 304-627-2109.
- All applicants must possess a valid West Virginia State Contractor's License. This license is awarded through the WV Contractor Licensing Board, B-749 Building 6, Capital Complex, Charleston, WV 25305 and can be reached at 304-558-7890.
- All applicants must furnish a current/valid certificate of liability insurance listing the contractor as the policy holder.
- Upon approval of the application for a contractor's registration, a \$25.00 fee shall be paid to the City, whereupon the registration shall be issued.
- A contractor's registration/license may be revoked if the contractor is found guilty of fraudulent use of his registration, incompetency in the exercise of the privileges of such registration, fraud or misrepresentation in securing the registration or permits granted under the Building Code, refusal to confirm his/her work to the requirements of the law, or breaches of such other duties placed on the contractor by this Building Code or general law. A revocation or a registration/license shall not entitle a contractor to a refund of any part of the fees.



## CITY OF MANNINGTON CONTRACTOR LICENSE APPLICATION

Applicant's Name: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Federal Employee Identification Number (FEIN) or Soc Security # \_\_\_\_\_

State Contractor License Number: \_\_\_\_\_

Type of Contractor: \_\_\_\_\_

Liability Insurance Carrier: \_\_\_\_\_

Effective dates of Coverage - From \_\_\_\_\_ To \_\_\_\_\_

*\* Must provide current copy of Liability Certificate in order to obtain City license*

I certify that the information contained in this report is true and accurate to the best of my knowledge.

Applicant's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Return to:

Michele Fluharty  
City of Mannington  
206 Main Street  
Mannington, WV 26582

Phone: 304-986-2700 Ext 177  
Fax: 304-986-2125  
Email: [cityclerk@cityofmannington.com](mailto:cityclerk@cityofmannington.com)