



CITY OF NEWPORT NEWS
Department of Codes Compliance

Phone: (757) 933-2311, Fax: (757) 926-8311

Web: <http://www.nnva.gov>

E-mail: codesclerical@nnva.gov

CONTRACTOR REGISTRATION INSTRUCTIONS

- 1) Please bring a copy of your Class A, B or C Board for Contractors license.
- 2) **Class C** contractors or **Master Tradesman License** will need a **\$5000.00** bond. **The surety bond must be on the form provided in this packet, and the title on the bond must read exactly as stated on your Board for Contractors license or your Tradesman's license, including any "Trading Names".** Before coming to Codes Compliance located on the 3rd floor, please **take your original bond paperwork along with a copy of your Board for Contractors license** to the 9th floor City Attorney's Office for their approval.
- 3) If you hold a **Master Tradesman** license, please bring a copy to be recorded.
- 4) If operating under a **Class C** or **Master Tradesman** license, a **\$5.00** registration fee is required.
- 5) **IN-CITY CONTRACTORS** – Contractors with a Newport News business location will be required to obtain a City of Newport News business license. Code of Virginia §58.1-3700.
- 6) **OUT-OF-CITY CONTRACTORS & OUT-OF-STATE CONTRACTORS** - Contractors from other cities and states will only be required to obtain City of Newport News business license if the gross receipts generated in Newport News are greater than \$25,000 in a calendar year. Code of Virginia §58.1-3715.



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DATE _____

TRANS _____

REGISTERED CONTRACTORS

COMPANY NAME: _____

STREET ADDRESS: _____

CITY / STATE / ZIP: _____

CONTRACTOR REGISTRATION #: _____

CONTRACTING FIELD: _____

AUTHORIZED PERSONS: _____

ELECTRICAL MASTER # _____ PLUMBING MASTER # _____

MECHANICAL MASTER # _____

PHONE NUMBER: () - _____

EMAIL ADDRESS: _____

CURRENT BUSINESS LICENSE # : _____

FEDERAL TAX IDENTIFICATION: _____

WILL ANY PAYMENT OR MONEY OR OTHER THINGS OF VALUE BE
REQUIRED PRIOR TO COMPLETING THE WORK TO BE PERFORMED?

YES _____

NO _____

NOTE: IF "YES", COMPLETE THE APPLICATION FOR QUALIFICATION AS A HOME IMPROVEMENT CONTRACTOR AS REQUIRED BY THE CODE OF THE CITY OF NEWPORT NEWS.



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- 2) **Class C contractors or Master Tradesman license will need a \$5000.00 bond.**
Before coming to our office on the 3rd floor, please take the original bond application to the 9th floor City Attorney's Office and they will approve the bond application
- 3) If you hold a **Master Tradesman License**, a copy from the state is required.
- 4) If operating under a **Class C** or **Master Tradesman License**, a \$5.00 registration fee is required.
- 5) **IN-CITY CONTRACTORS** - Contractors with a Newport News business location will be required to obtain a City of Newport News Business License. Code of Virginia §58.1-3700
- 6) **OUT-OF-CITY CONTRACTORS & OUT- OF-STATE CONTRACTORS-**
Contractors from other cities and states will only be required to obtain a City of Newport News Business License if Newport News gross receipts generated are greater than \$25,000.00 in a calendar year. Code of Virginia §58.1-3715



City of Newport News

Newport News, Virginia
2400 Washington Avenue Newport News Virginia 23607

BOND

BOND NO: _____

PRINCIPAL: Name: _____

Address: _____

State: _____ Zip _____

SURETY: Name: _____

Address: _____

State: _____ Zip _____

KNOW ALL MEN BY THESE PRESENTS, that we, the principal and surety above named, are held and firmly bound unto the City of Newport News, Virginia, hereinafter called the City, in the sum of FIVE THOUSAND DOLLARS (\$5,000.00), for the payment of which, well and truly to be made, we bind ourselves, our heirs, devisees, executors, administrators and successors, jointly and severally, firmly by these presents; and we hereby waive the benefit of our Homestead Exemption as to this obligation.

NOW THEREFORE, the condition of this obligation is such:

1. That if the Principal shall indemnify and save harmless the City from all loss, damage, expense or cost, by reason of any claim, suit or action made or instituted against the City or against any agent or employee thereof, on account of any injury, loss or damage sustained in consequence of any defect in any work done pursuant to the provisions of Chapter 13 of the Code of the City of Newport News by the Principal to guard any such work sufficiently or properly, or in consequence of the use of any improper material or appliances or in consequence of any act or neglect of the Principal, his agents or employees, in or about any such work; and
2. That with respect to any work carried out hereunder, if the principal shall comply with the provisions of Chapter 13 of the Code of the City of Newport News and put such work in proper condition, pursuant to Chapter 13 of the Code of the City of Newport News, to the satisfaction of the Building Official or his authorized representative within ten (10) days of receiving written notice to do so, and if the Principal shall pay all fines and penalties properly imposed, then this obligation shall be void and of no effect, otherwise, it shall remain in full force and effect.

This bond shall be in force from _____, _____, until terminated by the Principal or Surety giving thirty days notice in writing to the Building Official of the City of Newport News, Virginia.

IN WITNESS WHEREOF, the said Principal and Surety have hereunto affixed their names and seals this _____ day of _____ (month/year).

.....

Corporation:

Principal

ATTEST:

Secretary

By _____
President



Individual:

Principal (SEAL)



Partnership:

Trade Name

Principal (SEAL)

Principal (SEAL)



Surety

By _____
Attorney-in-fact

Address: _____

Approved as to form:

City Attorney



- Instructions:**
1. Corporation must affix corporate seal.
 2. Surety must affix seal and attach current power or attorney.
 3. If a partnership, all partners must sign.