

# A Step By Step Guide For Obtaining A Contractor License

1. Contact and provide the West Virginia Contractor Licensing Board with your scope of work in order to verify the classification(s) and the exam(s) required for obtaining your contractor license. Your request can be sent to ***Licensing@wv.gov***.
2. Schedule to take exam(s) with **ProV** by contacting them at **(866) 720-7768** or **(304) 414-0190, Extension 3**. The person completing the exam(s) must be an officer, member, owner, or a full-time employee. Payroll records are required as proof for a full-time employee.
3. West Virginia requires every entity to obtain a ***Business Registration Tax Number***. Contact the West Virginia State Tax Department at **(304) 558-3333** or **(800) 982-8297**.
4. Most businesses must register with West Virginia Secretary of State. Contact a Business Specialist at **(866) 767-8683** or **(304) 558-8000** to determine if your entity is required to register with their office. You may also visit the **WV One Stop Business Center** at 1615 Washington Street East, Charleston, WV 25311, or one of their Business Hubs in Clarksburg, WV, or Martinsburg, WV. You can register the business online at ***www.business4wv.com***.
5. Your entity is required to provide proof of ***Workers' Compensation*** and ***Unemployment Compensation*** for all employees working in West Virginia.
  - Workers' Compensation – West Virginia Insurance Commissioner's Office at: **(304) 414-0539**.
  - Unemployment Compensation - Workforce West Virginia at: **(304) 558-2451**.
  - General Liability Insurance.If it is determined your entity is exempt and West Virginia coverage is not required, you ***must submit proof of coverage*** from your state.
6. A wage bond status affidavit ***is required*** to be submitted with your application. If your entity is performing commercial construction work with employees, contact the Division of Labor – Wage & Hour Section at **(304) 558-7890** or ***WageandHour@wv.gov*** and verify your wage bond status.
7. A contractor license application/affidavit is available ***CLICK HERE*** or by calling the Contractor Licensing Board at **(304) 558-7890**. An owner, corporate officer or managing member is required to sign page three (3) of the application/affidavit and wage bond affidavit.

The contractor license fee may be paid by check, money order, or credit card in the Charleston Office.

***\*\*\*You must have steps 1 through 6 completed prior to submitting your contractor license application/affidavit to our office for processing\*\*\****

**Office of the Insurance Commissioner Employer Coverage Unit (Workers Compensation):** (304) 558-6279 Extension 1202

**Secretary of State** (If applicable): (304) 558-8000

**State Tax Department:** (304) 558-3333

**Wage Bonding** (If applicable): (304) 558-7890

**Workforce West Virginia Unemployment Compensation Division:** (304) 558-2451