

WEST VIRGINIA DIVISION OF LABOR

1900 Kanawha Boulevard East - State Capitol Complex – Building 3, Room 200 - Charleston, WV 25305

Telephone: (304)558-7890

labor.wv.gov

Fax: (304)558-5174



A Step by Step Guide for obtaining a Contractor License

1. Contact and provide the West Virginia Contractor Licensing Board/Division of Labor 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. Contact the West Virginia Secretary of State to determine if your entity is required to obtain a Certificate of Authority. Their phone # is (304) 558-8000. They are located at 1516 Washington Street East, Suite 200 Charleston, WV 25305. You can register 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) 558-6279 Extension 1202.
- Unemployment Compensation - Workforce West Virginia at: (304) 558-2451

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 on our website at labor.wv.gov or by calling the Licensing Section 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.

Directions to WV Division of Labor from ProV's Charleston Office

After leaving the parking lot turn left onto Association Drive; turn right on Deitrick Boulevard at stop sign; turn right onto Greenbrier Street/114 South at light. At the 5th stoplight turn left into the State Capitol Complex parking lot. You must go through security to access Building 3 (Green Roof). The Division of Labor is located on the 2nd floor, Room 200.