

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

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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. 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) 558-1200.
- 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.