

MUNICIPAL LICENSING
CITY OF MONTGOMERY, WEST VIRGINIA

Please be advised that your municipal license with the City of Montgomery is due to expire June 30th. To continue contracting work in the City of Montgomery, you must do the following:

- 1- Fill out and return the enclosed application with the required fee.
- 2- Provide us with a current certificate of liability insurance.
- 3- Provide us with proof of Workers Compensation Coverage.
- 4- Provide us with a copy of your WV State Contractor's License

All license fees are \$25.50
($\$25.00$ license + $\$.50$ recording fee.)

You may be denied a license for the following reasons:

- 1- Delinquent Business and Occupation Taxes.
- 2- Expired Certificate of Insurance.
- 3- Expired State Contractor's License.

Remember, you must have a valid Contractor's License to perform contracting work within the City of Montgomery.

Any contractor found to be in violation of this procedure will be subject to a fine. General contractors must obtain a certificate of occupancy for all new structures; a certificate of occupancy will not be issued until a complete list of subcontractors and contract amounts are received in this office.

A building permit must be obtained prior to start of work, for each job in the City. Permits will be issued by the City Engineer. Contractors must inform the City Engineer of any subcontractors performing work on the job for which they are applying for a permit.

Return the completed form(s) and insurance certificate and your check made payable to:

City of Montgomery
321 Fourth Avenue
Montgomery, WV 25136
Pay online @ www.govcard.org/montgomery-wv

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