



**CITY OF NEWPORT NEWS**  
**Department of Codes Compliance**

Phone: (757) 926-8861, Fax: (757) 926-8311  
Web: <http://www.nngov.com> E-mail: [propmt@nngov.com](mailto:propmt@nngov.com)

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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**CONTRACTOR REGISTRATION INSTRUCTIONS**

- 1) Please bring a copy of your Class **A**, **B**, or **C** Contractors License.
- 2) **Class C contractors or Master Tradesman license will need a \$5000.00 bond.**  
Before coming to our office on the 3<sup>rd</sup> floor, please take the original bond application to the 9<sup>th</sup> 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.