CITY OF KNOXVILLE

CITY TRADE LICENSE – NO STATE LICENSE
If you do not have an active Tennessee trade contractor license (CE, CMC, CMC-A, CMC-C, LLE, or LLP), and need to apply for a City of Knoxville license, please complete the following forms and return them to our office:

1. Application
   - All sections must be filled out and signed by the applicant.
   - Please select which trade type for which you are applying. If applying for multiple trade types, please submit a separate application package for each trade.

2. Proof of Examination Passing Score
   - You must provide proof of a passing exam score for your trade. We accept exam scores from State of Tennessee-approved exam providers (PSI and Prometric): https://www.tn.gov/commerce/regboards/contractors.html
   - It is your responsibility to find the appropriate exam, schedule the exam, and provide test scores to the City of Knoxville in order to receive a trade license.
   - If applying for multiple trade types, please submit exam scores for each trade.

3. City of Knoxville contractor’s bond with power-of-attorney
   Please advise your insurance agent to follow the instructions below when completing the bond form. Any exceptions will cause processing delays until we receive corrections.
   - The bond must be the City of Knoxville form.
   - The License Holder (1st line) is the person who passed the exam. Please do not enter the company name as the License Holder.
   - The Company Name (2nd line) is the name under which you are doing business.
   - The bond must be signed by the License Holder.
   - The bond must be signed by the surety company officer/attorney-in-fact named on the power-of-attorney.
   - The signed & sealed date on the bond and power-of-attorney must match.
   - The surety company seals must be on both the bond and power-of-attorney.

4. Please email documents to bldginspections@knoxvilletn.gov
   You may also bring or mail documents to: Development Services
                                          City County Building
                                          400 Main Street, Suite 475
                                          Knoxville, TN 37902

5. License fee:
   - We will contact you for payment once the completed application package is received.
   - We accept Visa, Discover, Mastercard over the phone. This is the fastest method.
   - We also accept checks, made payable to the City of Knoxville or cash brought to our office.

   You will be able to pull permits the same day your license is active. The valuation limit is $24,999. Anything more requires a State of Tennessee license. Please note that City licenses will expire on December 31st, regardless of issue date.
Gas License Application

Submit the completed application to our office along with a non-refundable application fee of $30.00 in addition to the fees below, and references that attest to the appropriate years of experience.

Any false statement may be used as a cause for disqualification.

If you hold an active Tennessee Contractor’s License do not use this form. Please download and complete the "State Contractor Reciprocation Application" instead. If you hold an active Oak Ridge Contractor License, please contact our office directly.

License Holder Information

<table>
<thead>
<tr>
<th>NAME (First Middle Last)</th>
<th>BUSINESS NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAILING ADDRESS</td>
<td>DAYTIME PHONE</td>
</tr>
<tr>
<td>CITY</td>
<td>STATE</td>
</tr>
</tbody>
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Gas License Type

- Class 1 – Master Gas Contractor
- Gas - Commercial & Residential

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Experience Required</th>
</tr>
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<tbody>
<tr>
<td>Gas - Commercial &amp; Residential</td>
<td>$150</td>
<td>4 years</td>
</tr>
</tbody>
</table>

Examination Passed (Proof Required)

☐ Class 1 – Master Gas Contractor

Experience

How long have you worked in the gas/mech trade? __________ (Years) From: ____________________________

Please provide your relevant employment history, including your present employer.

<table>
<thead>
<tr>
<th>EMPLOYER NAME</th>
<th>TYPE OF WORK</th>
<th>DATES EMPLOYED</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAILING ADDRESS</td>
<td></td>
<td>DAYTIME PHONE</td>
</tr>
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</table>

Please attach another page if you wish to include any additional relevant employment history.

I certify that the foregoing statements are true and that if I am awarded a License as the result of this application process, if applicable, I will uphold and abide by all Rules and Regulations set forth in the International Fuel Gas Code as adopted by the City of Knoxville.

Signature of Applicant

Date

Revised June 2021
BOND NO. ______________________

CITY OF KNOXVILLE GAS INSTALLATION AND SERVICEMAN’S BOND

KNOW ALL MEN BY THESE PRESENTS, that I ________________________________
(Name of License Holder) (PERSON not company)

doing business as: ____________________________________________________________
(Name of Company)

Tennessee as principal, and ____________________________________________________
(Name of Surety Company)

under the laws of the State of _______________ with its principal office in the City of ________________, State of ____________, and having an office and agents in Knoxville, Tennessee, and being duly authorized and qualified to do the business in Knoxville, Knox County, Tennessee and being duly authorized and qualified to engage in the business of a bonding and indemnity company in the State of Tennessee, as surety, are held and firmly bound unto the CITY OF KNOXVILLE, TENNESSEE, in the penal sum of TEN THOUSAND ($10,000) DOLLARS, to the payment of which we hereby jointly and severally bind ourselves, our heirs, administrators, executors, successors and assigns, firmly by these presents.

BUT THE CONDITION OF THIS OBLIGATION AND THIS BOND IS AS FOLLOWS:

WHEREAS, the above bound principal desires to engage in the business of gas installation and service work in the City of Knoxville and has applied to said City of Knoxville for a license showing that said principal is qualified to do such work; and,

WHEREAS, as a condition of the issuance of such certificate is a requirement of the Ordinances of said City that the said principal shall enter into a bond obligating the said principal to comply with the terms of all permits for gas installation and service work issued to him and with all laws, ordinances, rules and regulations of said City concerning gas installation and service work, or to reimburse the said City for any expenditures it shall be required to make in correcting any work which does not comply with such requirements and which the said principal has failed, upon notice, to correct.

NOW, THEREFORE, if the said principal shall comply with all permits for gas installation and service work issued to said principal and with all the laws, ordinances, rules and regulations of the City of Knoxville concerning gas installation work whatsoever; or, if the said principal, upon being notified by the gas inspector or other representative of the City of Knoxville that any work done by said principal fails to comply with said laws, rules or regulations, shall immediately remedy cost of same to the City of Knoxville, and if said principal shall indemnify and save the City of Knoxville harmless from any and all claims, demands, damages, costs and expenses arising out of or related to the performance of gas installation and service work by the said principal, or said principal’s agents, employees, or sub-contractors including but not limited to personal injury or property damage and the inadequate performance of work called for, and if said principal shall maintain in a safe condition for a period of one (1) year all ditches and excavations which may be opened in the performance of any gas work, and further that all dirt and other materials excavated will be replaced in a good condition with similar materials, then the obligation herein undertaken shall be considered satisfied and this bond shall become void, but otherwise it shall remain in full force and effect. This bond is intended to secure compliance on the part of said principal in the performance of gas installation and service work, with the ordinances, regulations, etc., relative thereto and especially the provisions of the City Gas Code, and in order further to define limits of obligation and office of this bond it is hereby further agreed between the parties hereto as follows:

1. No action shall be brought on this bond unless such action shall commence within one (1) year from and after completion of installation of the gas work involved.

2. This bond shall in no way affect said principal’s civil responsibility to the person for whom such gas work is done, and shall not limit the City's right to prosecute said principal for violating the laws, ordinances, rules, or regulations concerning gas installation and service work.

3. This bond may be cancelled by giving thirty (30) days written notice of such cancellation by registered mail to the Director of Law of the City of Knoxville,

Signed and sealed this, the __________day of ________________, year ____________.

______________________________
Principal (Signature of LICENSE HOLDER)

______________________________
Surety (Name of SURETY COMPANY)

______________________________
By
(Signature of SURETY COMPANY OFFICER)

NOTES:

1) Surety Company must affix original Power of Attorney.

2) State Of Surety Company on the Bond form must match the Seal.

3) Signature of License Holder must be legible.

4) Signature of Surety Company Officer must be legible.

5) Signed and Sealed date on Bond form must match the Signed and Sealed date on Power of Attorney.

6) When using a State License, the Company Name on the Bond form must match the Company Name on the State license certificate.

______________________________
DIRECTOR OF LAW

______________________________
DATE

______________________________
CHIEF INSPECTOR

______________________________
DATE

______________________________
APPROVED TO AS FORM:

______________________________
DATE

December 2012