CITY TRADE LICENSE IN RECIPROCITY WITH THE STATE

If you hold an active Tennessee Trade Contractor’s (CE, CMC, CMC-A, CMC-C, LLE, or LLP) and need to apply for a City of Knoxville Trade Contractor 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. City of Knoxville Surety Bond (with power-of-attorney)
   - Please advise your insurance agent to follow the attached instructions when completing the bond form. Any exceptions will cause processing delays until we receive corrections.
   - Each license type (electrical, mechanical, etc.) requires a different bond.

3. Include a copy of your current Tennessee license certificate (not wallet card).

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: $300 Electrical $150 Gas $150 Mechanical $300 Plumbing
   - 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.
State Contractor Reciprocation 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 a copy of your active Tennessee State Contractor’s License.

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

<table>
<thead>
<tr>
<th>Contractor Trade Type</th>
<th>TN State License Required</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Electrical</td>
<td>CE</td>
<td>$300</td>
</tr>
<tr>
<td>☐ Mechanical</td>
<td>CMC, or CMC-C</td>
<td>$150</td>
</tr>
<tr>
<td>☐ Gas</td>
<td>CMC, CMC-A or CMC-C</td>
<td>$150</td>
</tr>
<tr>
<td>☐ Plumbing</td>
<td>CMC-A</td>
<td>$300</td>
</tr>
</tbody>
</table>

All city licenses require a bond of $10,000 Bond. 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 Codes as adopted by the City of Knoxville.
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.

December 2012