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](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.
Mechanical 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.

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 Mechanical Code as adopted by the City of Knoxville.

Signature of Applicant ___________________________ Date ____________

Revised June 2021
KNOW ALL MEN BY THESE PRESENTS, that I ____________________________________________________________

Tennessee as principal, and ________________________________________________________ a corporation, organized doing business as: ________________________________________________________________, Knoxville, Knox County, 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, 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 mechanical work issued to him and with all laws, ordinances, rules and regulations of the said City concerning mechanical work, or to reimburse the said City for any expenditure 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 mechanical work issued to said principal and with all the laws, ordinances, rules and regulations of the City of Knoxville concerning mechanical work whatsoever; or if the said principal, upon being notified by the mechanical 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 and correct such non-complying work, or failing such immediate compliance shall pay the 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, 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 the 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 mechanical 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 mechanical work, with the ordinances, regulations, etc., relative thereto and especially the provisions of the City Mechanical 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 the installation or repair of the mechanical system involved.

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

TO BE FILLED OUT BY THE CITY OF KNOXVILLE:

On ____________, ______________________________

(Date) (Type of exam successfully passed)

CHIEF INSPECTOR DATE

APPROVED TO AS FORM:

DIRECTOR OF LAW DATE

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