



MUNICIPAL HANDYMAN LICENSE APPLICATION  
CITY OF CLARKSBURG

222 West Main Street, Clarksburg WV 26301  
Phone (304) 624-1630 FAX (304) 624-1070

OFFICIAL USE ONLY  
LICENSE NO. \_\_\_\_\_  
( ) \$75.00 Initial Fee  
( ) \$50.00 Renewal Fee  
RECEIVED \_\_\_/\_\_\_/\_\_\_ by (\_\_\_\_\_) initials

NAME OF APPLICANT: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
(CITY) (STATE) (ZIP)

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
(CITY) (STATE) (ZIP)

SOCIAL SECURITY # \_\_\_\_\_ PHONE #(\_\_\_\_\_) \_\_\_\_\_

TYPE OF CONTRACTING WORK PERFORMED: \_\_\_\_\_  
\_\_\_\_\_

The total contract amount received for each individual job performed in the City limits of Clarksburg during my license term, which will expire June 30, **will not exceed the amount of \$5,000.00 for residential work or \$25,000 for commercial work for the total cost of materials and labor per each job performed in city limits. (Regardless of whether materials are purchased by the handyman or the project owner).**

You would **not be required to obtain a State of West Virginia Contractor License. You must attach a copy of your West Virginia State Tax Department Business Registration Certificate.** An affidavit, stating that you will not perform any job where the total cost of materials and labor will not exceed \$5,000 for residential work or \$25,000 for commercial work, must be signed and attached to this application. This affidavit must be completed each year on or before the renewal of your license.

By completing and signing this application for a Handyman's License, I certify and attest that:

- 1) City of Clarksburg Business & Occupation (B&O) tax forms will be mailed each quarter to the mailing address listed above. The total gross amount received for work done in the City limits of Clarksburg will be reported on the tax form and B&O tax in the amount equal to two percent (2%) of the total gross amount will be paid to the City.
- 2) The Handyman License will expire June 30 of each year. An annual license renewal form will be mailed before the expiration date. The fee to renew this license is \$50.00. If I choose to renew this license, I understand that the above-stated guidelines remain the same concerning the total dollar amount received for jobs performed in the City limits.
- 3) A City Building Permit will be obtained, if required, for all work I perform in the City limits.

\_\_\_\_\_  
(SIGNATURE OF APPLICANT)

\_\_\_\_\_  
(DATE)

# AFFIDAVIT - HANDYMAN

(To Be Completed & Attached to the annual City of Clarksburg Handyman License Application)

The Contractor Licensing Board, in Charleston, West Virginia does not require any person to have a State of West Virginia Contractor's License as long as the total cost of each job, or contract amount, does not exceed the amount of \$5,000.00 for residential work or \$25,000 for commercial work. **But you must attach a copy of your West Virginia State Tax Department Business Registration Certificate.**

In making application to the City of Clarksburg for a Handyman License, I am submitting this signed affidavit along with my Handyman License Application, stating that I do not have and am not required to obtain the State of West Virginia Contractor's License.

I, \_\_\_\_\_, certify and attest, under penalty of law, that I will not receive more than \$5,000.00 for residential work or \$25,000 for commercial work per job performed in the City limits of Clarksburg during my current handyman's license term which expires June 30, 2022. The \$5,000 limit includes **both materials and my labor costs** even if the materials are purchased by the property owner.

I understand that I am required to submit and sign a new affidavit for each fiscal year in which I wish to be a licensed handyman in the City of Clarksburg.

If, in the future, any of my jobs or contract amounts exceed \$5,000.00 for residential work or \$25,000 for commercial work limit, I will immediately obtain a City of Clarksburg's Contractors License and obtain a State of West Virginia Contractor's License and submit a copy to the Director of Finance.

I, or the property owner, will obtain a building permit from the City's Code Enforcement Office for each job that I perform within the City.

(Please Print) Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Social Security Number \_\_\_\_\_

Phone Number: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Date: \_\_\_\_\_