



Home Improvement Contractor (HIC) Application

For Contractors with a Valid Virginia State Class "C" License

Instructions

1. Submit a completed and notarized Fairfax County Home Improvement Contractor Application.
2. Provide two Business Reference Forms.
3. Complete the Home Improvement Contractor Financial Statement and Contractor Certification forms.
4. Provide a copy of the blank contract form used by your company.
5. Complete the Home Improvement Contractor Surety Bond form notarized by your insurance agency or provide a letter of credit from your financial institution. For contracts under \$1,000, complete the \$5,000 surety bond form. For contracts over \$1,000, complete the \$10,000 surety bond form.
6. Provide a copy of your Virginia Department of Professional and Occupational Regulation (DPOR) Class C license and Fairfax County Business Professional and Occupational Licenses (BPOL).
7. Enclose a non-refundable application fee of \$107.33. Please make all checks payable to County of Fairfax.
8. A \$66.14 fee is required for a 12-month period.

Partnerships:

In addition to the above items:

1. Each partner must file a separate application and submit the non-refundable application fee.
2. The surety bond is for \$10,000 and all partners and the name of the company must appear on the bond.

Corporations:

In addition to the above items:

1. Each officer must file a separate application and submit the non-refundable application fee.
2. The surety bond is for \$10,000 and the name of the corporation must appear on the bond.
3. Submit a copy of the authorization from the Virginia State Corporation Commission to conduct business in the State of Virginia.

Renewals:

Licenses must be renewed each year. Those licenses not renewed within 30 days of the expiration date will be assessed a \$63.65 expired license renewal fee, in addition to license renewal fee. NO EXCEPTIONS. Contact the Code Development and Compliance Division at 703-324-1300, TTY 711, for renewal application and instructions.

Please mail or deliver the completed form and any supporting documentation to:

**Code Development and Compliance Division
12055 Government Center Parkway, Suite 334
Fairfax, VA 22035
703-222-0801, TTY 711**

FAIRFAX COUNTY HOME IMPROVEMENT CONTRACTOR APPLICATION

Application fee of \$103.20 must accompany this form

Type of State License: Class C No State License (under \$1,000 per project)

APPLICANT INFORMATION

Applicant Name: _____ Email Address: _____

Social Security Number: _____ Driver's License Number: _____

Home Address: _____

Home Phone Number: _____ Daytime Phone: _____ Date of Birth: _____

BUSINESS INFORMATION

Name of Business: _____

Address of Business: _____

State License Number (if applicable*): _____

Business, Professional and Occupational License Number (if applicable*): _____

Name of person charged with the responsibility for compliance with all codes and ordinances: _____

Type of business for which application is being made: Individual Partnership Corporation

If applying as a Corporation, you must be registered with the State Corporation Commission.

Name of Partner: _____ Name of President: _____

Name of Partner: _____ Name of Vice President: _____

Specific Types of Work: Decks Roofing/Siding Interior Remodeling Paving

Other: _____

Has the applicant been convicted of any offense other than a traffic violation? Yes No

If yes, state full details: _____

Has a contractor's license, issued to you by another jurisdiction, been revoked or suspended at any time?

Yes No If yes, please give locality and details and attach to this application.

Has applicant or any officer or partner ever been adjudged bankrupt? Yes No

If yes, where filed: City/County/ State: _____ Date of Discharge: _____

Permission is hereby granted to the Code Enforcement Division to obtain any credit information necessary to the processing of my request for a home improvement contractor license in Fairfax County. I, the undersigned, hereby certify that all the answers given to the aforementioned questions are true to the best of my knowledge and belief.

Signature of Applicant: _____ Date: _____

***If not applicable, see Exemptions on next pages**

STATE/DISTRICT OF _____:

: to wit:

CITY/COUNTY OF _____:

I, _____, a Notary Public in and for the aforesaid State/District hereby certify that _____ appeared before me in the State/District and City/County aforesaid on this ____ day of _____, 20____ and acknowledged the foregoing instrument.

Notary Public

My Commission expires the _____ day of _____, 20____.

State Contractor's License Exemption

I certify that in accordance with 54-1-1100 of the Code of Virginia, the contractor listed on this application is exempt from state licensure based on a contractual amount of less than a \$1,000.

Contractor's Signature: _____ Date: _____

Printed Name: _____ Title: _____

Business, Professional and Occupational License Exemption

I certify that in accordance with Section 4-7.2-3 (G) of the Fairfax County Code, the contractor listed on this application is exempt from current business license tax based in the prior year's gross receipts attributed to the contractor's business.

Contractor's Signature: _____ Date: _____

Printed Name: _____ Title: _____

Obtain your Business, Professional and Occupational License (BPOL) from the Tax Administration office located at 12000 Government Center Parkway, Fairfax, VA 22035. For more information regarding BPOL licenses call 703-324-8234, option 4, TTY 711.

BUSINESS REFERENCE FORM

FOR A FAIRFAX COUNTY HOME IMPROVEMENT CONTRACTOR LICENSE

APPLICANT INFORMATION

This section to be completed by the applicant for the Fairfax County Home Improvement Contractor's (HIC) License:

Applicant's name (as it appears on HIC application): _____

Applicant's address: _____

Applicant's name: _____

The undersigned hereby requests and authorizes _____ to
(Name of person providing reference)

furnish to the Code Development and Compliance Division the information requested below.

Applicant's signature: _____ Date: ____ / ____ / ____

BUSINESS REFERENCE

Thank you for taking the time to complete this business reference form for the HIC applicant above. Your assistance will enable us to better evaluate the qualifications of the applicant for licensure. When completed, this form must be notarized and returned directly to Fairfax County, Code Development Compliance Division, 12055 Government Center Parkway, Suite 334, Fairfax, VA 22035. *(Print or type)*

Name of person providing reference: _____

Address: _____

Daytime telephone number: _____

What is your business relationship with the applicant? Customer Employer Contractor Other

Is the applicant related to you? Yes No If yes, what is the relationship? _____

What type of work has the applicant done for you? *(Please be specific):* _____

Was the work performed in Fairfax County? Yes No When? (Approximate dates) _____

Was a permit obtained for the work performed? Yes No Do not know

Was the work performed in a timely manner? Yes No If no, please explain: _____

Would you recommend the applicant to others for home improvement work? Yes No If not, please explain _____

Please add any other comment(s) you believe may be pertinent: _____

May we contact you for additional information if needed? Yes No

Date: ____ / ____ / ____

(Signature of person providing reference)

STATE/DISTRICT OF _____:

: to wit:

CITY/COUNTY OF _____:

I, _____, a Notary Public in and for the aforesaid State/District hereby certify that
_____ appeared before me in the State/District and City/County aforesaid on this ____ day
of _____, 20____ and acknowledged the foregoing instrument.

Notary Public

My Commission expires the _____ day of _____, 20____.

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FOR A FAIRFAX COUNTY HOME IMPROVEMENT CONTRACTOR LICENSE

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(Name of person providing reference) furnish to the Code Development and Compliance Division the
information requested below.

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May we contact you for additional information if needed? Yes No

Date: ____ / ____ / ____

(Signature of person providing reference)

STATE/DISTRICT OF _____:

: to wit:

CITY/COUNTY OF _____:

I, _____, a Notary Public in and for the aforesaid State/District hereby certify that
_____ appeared before me in the State/District and City/County
of _____, 20____aforesaid on this _____ day and acknowledged the
foregoing instrument.



HOME IMPROVEMENT CONTRACTOR FINANCIAL STATEMENT

Name of Applicant: _____ Company Name: _____

Street Address: _____

City: _____ State: _____ ZIP: _____

ASSETS

Cash on hand & bank demand deposits	_____	Mortgages receivable	_____
Savings deposits	_____	Notes receivable (over one year)	_____
U.S. Government securities	_____	Real estate at cost (Schedule 3)	_____
Other securities (detail Schedule 1)	_____	Excess of real estate market value over cost (Schedule 3)	_____
Cash surrender value of life insurance	_____	Machinery & equipment (deposit book value)	_____
Accounts receivable	_____	Automobiles (make and year)	_____
Notes receivable (within one year)	_____	Other current assets:	_____
Merchandise inventory	_____		_____
Other current assets:	_____		_____

		Total Assets	\$ _____

LIABILITIES

Notes payable due within one year	_____	To banks (Schedule 4)	_____
To banks (Schedule 4)	_____	To others (Schedule 4)	_____
To others (Schedule 4)	_____	Other liabilities:	_____
Accounts payable	_____		_____
Taxes payable	_____		_____
Other current liabilities:	_____		_____
	_____		_____
	_____		_____
Real Estate Mortgages (Schedule 3)	_____		
Notes payable (over one year)	_____	Total Liabilities	\$ _____
		Net Worth	\$ _____

INCOME

Salary	_____
Bonds and Commissions	_____
Interest, Dividends, Rents	_____
Other income:	_____

Total Income	\$ _____

LIFE INSURANCE

Name of Company	_____

Total Life Insurance	\$ _____

SCHEDULE 1 – OTHER SECURITIES

Amount or Number of Shares _____
Company or Political Entity _____
Type of Security _____
Market Value _____

SCHEDULE 2 – MORTGAGES RECEIVABLE

Property Description and Location _____
First or Second Mortgage _____
Balance _____
Terms _____

SCHEDULE 3 – REAL ESTATE OWNED

Property Description and Location _____
Market Value _____
Cost _____
Excess of Market Value over Cost _____
Balance _____

SCHEDULE 4 – NOTES PAYABLE

Payable to Whom _____
Collateral Pledged _____
Balance _____
Terms _____

All applicants for licensure as a Fairfax County home improvement contractor must submit a financial statement as proof of financial responsibility. A recently prepared financial statement may be submitted in lieu of this form if it duplicates the information requested. Acceptance of alternate financial statements is at the discretion of the Chief of Building Code Research & Development. All forms must have been prepared within one year of submission.

The foregoing statements and details pertaining thereto, both printed and written, have been carefully read and the undersigned hereby solemnly declares and certifies that same is a full and correct exhibit of my/our financial condition.

STATE/DISTRICT OF _____ :
CITY/COUNTY OF _____ : to wit:

I, _____, a Notary Public in and for the aforesaid State/District hereby certify that _____ appeared before me in the State/District and City/County aforesaid on this _____ day of _____, 20____ and acknowledged the foregoing instrument.

Notary Public
My Commission expires the _____ day of _____, 20____.



Home Improvement Contractor Certification

I, _____,

trading as _____

do hereby certify that while engages in residential contracting will comply with the terms of the written contract and that all contracts will contain the following minimum requirements:

- When work is to begin and the estimated completion date.
- A statement of the total cost of the contract and the amount of the down payment.
- A listing of specified materials and work to be performed which is specifically requested by the consumer.
- A “plain-language” exculpatory clause concerning events beyond the control of the contractor and a statement explaining that delays caused by such events do not constitute abandonment and are not included in calculating time frames for payment or performance.
- A statement of assurance that the contractor will comply with all local requirements for building permits, inspections, and zoning.
- Disclosure of the cancellation rights of the parties; estimated completion date, must be in writing and signed by parties.
- Contracts resulting from a door-to-door solicitation, a signed acknowledgment by the consumer that he has been provided with and read the Department of Professional and Occupational Regulation statement of protection available to him through the Board for Contractors.
- Contractor’s name, address, license number, expiration date, class of license and classifications or specialty; and
- Statement providing that any modification to the contract; changes in cost, materials, work to be performed or estimated completion date, must be in writing and signed by parties.

Signature: _____ Date: _____



Home Improvement Contractor Surety Bond

We (company name), _____, as principal, and under the laws of the state of _____, as Surety, are held and firmly bound unto the Board of County Supervisors of Fairfax County, Virginia, a body corporate, in the full and just sum of **FIVE THOUSAND DOLLARS (\$5,000.00)** lawful money of the United States, to be paid to the Board of County Supervisors of Fairfax County, Virginia; to which payment will and truly be made we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

SIGNED, sealed and dated this _____ day of _____.

WHEREAS, the said _____ desires to engage in business as a home ordinance of the Board of County Supervisors of Fairfax County, Virginia known as the Home Improvement Ordinance enacted by the said Board on the 8th of May 1963, and in accordance with all the laws of the Commonwealth of Virginia, and the County Of Fairfax relating to home improvement contractors in the said County.

NOW, THEREFORE, THE CONDITIONS OF THIS OBLIGATION ARE SUCH THAT if the said _____ shall well and truly, observe, and strictly and faithfully comply with all of the provisions of the said laws of the Commonwealth of Virginia, and of the County of Fairfax, and amendments thereto made, or which may be hereafter and with all the rules and regulations lawfully adopted pursuant to the said ordinance and laws, relating to home improvements work placed in, upon, or adjacent to any dwelling or accessory building are erected, in the County of Fairfax; and if the said _____ shall indemnify and save harmless the said County as well as any other person from all expense and damage that may be caused by any negligent, defective or inadequate work done in the said County under his or their Registration, then this obligation to be void; otherwise to remain in full force and effect until Midnight _____. This bond is effective as of Midnight _____.

WITNESS:

WITNESS:

AUTHORIZED REPRESENTATIVE (SEAL)

TITLE

SURETY (SEAL)

BY: _____
ATTORNEY-IN-FACT
COUNTERSIGNED FOR STATE OF VIRGINIA

VIRGINIA RESIDENT AGENT (SEAL)

BROKER FIRM NAME

ADDRESS

PHONE NUMBER

Power of Attorney must be attached to this form.



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WITNESS:

WITNESS:

AUTHORIZED REPRESENTATIVE (SEAL)

TITLE

SURETY (SEAL)

BY: _____
ATTORNEY-IN-FACT
COUNTERSIGNED FOR STATE OF VIRGINIA

VIRGINIA RESIDENT AGENT (SEAL)

BROKER FIRM NAME

ADDRESS

PHONE NUMBER

Power of Attorney must be attached to this form.