

**RETURN TO:**  
CITY OF MANCHESTER  
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**YEAR:** \_\_\_\_\_

## **CONTRACTOR REGISTRATION APPLICATION**

**General Contractors, Plumbers & Electricians** are required to register with the City of Manchester prior to commencing work. General Contractor is defined as any person, firm, corporation, or other association who is doing any building work (including sign, excavation, and demolition work) for hire for which a permit is required.

**General Contractors** must submit a \$25.00 registration fee payable to City of Manchester, a completed application, proof of licensure, and proof of insurance.

**Electricians and Plumbers** must submit a completed application, proof of licensure, and proof of insurance.

**Registrations expire annually on December 31.**

I am registering as a/an: ☐ **GENERAL CONTRACTOR (\$25)** ☐ **ELECTRICIAN (no fee)** ☐ **PLUMBER (no fee)**

### **BUSINESS CONTACT INFORMATION**

**Owner's Name:** \_\_\_\_\_

**CITY LIC NO.** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Mobile Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_

**ZIP Code:** \_\_\_\_\_

**Business Type:** ☐ Corporation ☐ Partnership ☐ Sole Proprietor ☐ Trustee ☐ Other

**Business FEIN#:** \_\_\_\_\_

**IA Contractor License #:** \_\_\_\_\_

**Insurance Company:** \_\_\_\_\_

\*Attach proof of liability insurance

### **RESPONSIBILITY FOR OBTAINING PERMITS**

The entity that actually performs the work in the City, being the owner or contractor, is the one responsible for obtaining a permit before commencement of work. **Permits are not valid until payment is made.**

### **SIGNATURE**

**Signature:** \_\_\_\_\_

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