

**CONTRACTOR INFORMATION
NEEDED PRIOR TO OBTAINING A PERMIT**

**FOR GENERAL CONTRACTORS WITH PROJECTS OVER *\$24,999
AND FOR ALL TRADE SUB-CONTRACTORS:**

*project cost is equal to total labor and materials

1) Business Tax License (cumulative valuation of permits pulled within a calendar year)

\$0 – \$2,999	No business license required
\$3,000 - \$9,999	Minimal Activity License
\$10,000 – \$50,000	TN State (AKA County) Business license (In-state contractors only)
\$50,000.01+	Johnson City business license + TN State (AKA County) Business license; [City Code 12-102, TCA 67-4-723(b)(1), TCA 67-4-717(b), TCA 67-4-717(c)(3), TCA 67-4-709(4)(A)(i)]

➤ For all business license questions, please call the Finance Department, 423-434-2393

2) \$10,000 Surety Bond between contractor and the City of Johnson City ([City Code 12-102](#))

- Surety bond form (provided by City of Johnson City) to be completed by an Insurance company
- **A bond form must be filed for each trade a single Contractor performs.**

3) Tennessee State Contractor's License, including Limited Licenses (TCA 62-6)

4) Proof of worker's compensation or exemption

FOR GENERAL CONTRACTORS WITH PROJECTS UNDER *\$25,000 (\$0-\$24,999):

1) 1 & 2 Above

➤ Please send the above documents to Permits@JohnsonCityTN.org

Contractor Name / Company: _____

Contact Name: _____

Mailing Address: _____

Phone / Cell #: _____ Office #: _____

Primary Email Address: _____

Please Note: Any plans requiring review should expect a minimum of five (5) business days prior to approval and issuance of a permit.

