



City of Virginia Beach

VBgov.com

PLANNING/PERMITS & INSPECTIONS
(757)-385-4211
FAX (757) 385-5777
TDD (757) 385-4305

MUNICIPAL CENTER
BUILDING NUMBER 2
2405 COURTHOUSE DRIVE
VIRGINIA BEACH, VA 23456-9039

July 23, 2009

To All Contractors:

Re: State Registration Classification

The City of Virginia Beach Planning Department/Permits and Inspections Division is in the process of restructuring their current computer system to a more modernized, customer friendly permit issuance system. We are hoping to have this developed, tested, and completed by late summer, 2010.

In an effort to make this a smooth transition for you as the customer and us, we are asking our contractors to supply us with current information, including a copy of your most recent State Contractor's Card and Tradesman Certification Card. Please complete the attached form along with other required information, and mail or fax (385-5777) it to us at your earliest convenience. If you have any questions, please feel free to contact this office at 385-4211, option 4. Thank you for your help in making this project a reality.

Very truly yours,

Cheri B. Hainer
Administrator

Enclosure

Contractor State Registration

Number: _____ Expiration Date: _____

All Class Code(s): _____
(i.e. BLD – Building Contractor, ELE – Electrical Contractor, etc. - as shown your State Registration)

Business License Number: _____

Business License is Held in What City/State _____

Contractor Name: _____

Address: _____ City _____

State: _____ Zip _____

Phone: _____ Fax: _____

Cell Phone: _____ E-Mail Address:* _____

*The e-mail address will be very important in our new processes.

Tradesmen Working Under this State Registration:

Name: _____ Type: _____

Name: _____ Type: _____

Name: _____ Type: _____

Name: _____ Type: _____

Name: _____ Type: _____

Name: _____ Type: _____

Name: _____ Type: _____

Name: _____ Type: _____

Please mail or fax a copy of State Registration along with Tradesman Card