

License/Exam/Reciprocal Procedure

City of Knoxville

What are the requirements for obtaining a Contractor License in the City of Knoxville?

To Make Application Based on Taking the City of Knoxville Exam

- 1) **Submit application and three reference letters.** Upon submittal, you will be asked to **fill out the top portion of the "Exam Registration Form"**. This form will be kept with your application.
- 2) **A non-refundable application fee of \$30.00 is due upon submittal** of the necessary paperwork.
- 3) **The application and the three reference letters will go before the specific Board or staff review and approved/disapproved. Upon approval, this office will fill out the bottom portion of the Exam Registration Form and give/send you the original.**
- 4) Please follow directions as per the Prometric registration form.
- 5) After passing the exam, a verification letter from Prometric will be needed when you choose to obtain a license.
- 6) The license fee is due.
- 7) A bond is required to obtain permits, according to the class of license. This form is available at Inspections Bureau office. Please carefully read this form. This office must use our bond forms and cannot accept copies; faxed or otherwise.

To Make Application Based on Exam/City to City Reciprocal Agreement

- 1) Submit application and three reference letters.
- 2) A letter of agreement addressed to the City of Knoxville must be submitted to the appropriate Board on the government's letterhead from the authorized government official in the municipality in which he/she is currently licensed. The letter must state that the referenced municipality has an agreement to reciprocate with the City of Knoxville, if a Knoxville applicant meets local licensing requirements.
- 3) A letter must be submitted to the City of Knoxville on the government's letterhead from the code official or authorized government official in the city in which the applicant is currently licensed stating how the license was obtained, i.e. grandfathered in, by written or oral exam, etc. If the license was obtained by taking the Prometric exam, the letter must state the type of exam that was taken; the city in which the exam was taken; whom, certified by Prometric, proctored the exam; and the passing exam score.
- 4) An exam verification letter from Prometric is required.
- 5) A cover letter from the applicant addressed to the Board explaining the nature of the request.
- 6) A copy of the applicant's current license.

Application Materials
must be submitted to:

Plans Review &
Inspections
Division

City of Knoxville
400 Main St., Rm 505
Knoxville, TN 37902

Mailing Address:
P.O. Box 1631
400 W. Main St., Ste 505
Knoxville, TN 37901-
1631
865-215-2999 Office
865-215-2627 Fax
865-215-4830 Inspection
Request line

- 7) A non-refundable application fee of \$30.00 is due upon submittal of the necessary paperwork.

Upon Approval

- 8) Submit the fee to obtain the license.
- 9) A bond is required to obtain permits, according to the class of license. This form is available at Inspections Bureau office. Please carefully read this form. This is to be taken to your insurance company. This office must use our bond forms and cannot accept copies; faxed or otherwise.
- 10) For work exceeding \$24,999.99, you must also have a State of TN Contractor's license with a valuation limit that meets or exceeds your contract for work.

To Reciprocate Using a State of Tennessee CE or CMC License

- 1) The person who passed the exam and holds an active State of Tennessee Contractor's License for Gas, Mechanical, Electrical, or Plumbing (CMC or CE) is the person that the City of Knoxville will license. **An affidavit, obtained from this office, must be completed verifying the above.**
- 2) **Submit a copy of his/her current State of Tennessee Contractor's License.** Please check if your State classification is a reciprocating classification. No LLE or LLP licenses will be accepted.
- 3) **The license fee is due.**
- 4) **A bond is required to obtain permits, according to the class of license.** This form is available at Inspections Bureau office. Please carefully read this form. This is to be taken to your insurance company. This office must use our bond forms and cannot accept copies; faxed or otherwise.
- 5) Limitation of value of work as per State license.
 - Each license is a separate license and involves separate license fees, separate Bonds, multiple copies of your State license, and separate Affidavit forms completed.

Should you have any questions or wish to request a license application, please call the Board office at 865-215-4244, or the Inspection Bureau's main number at 865-215-2999. The State Contractor's Licensing Board number is 800-544-7693 or 615-741-8307. The number to Prometric is 800-280-3926.