



WEST VIRGINIA SECRETARY OF STATE

MAC WARNER

ADMINISTRATIVE LAW DIVISION

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**NOTICE OF FINAL FILING AND ADOPTION OF A LEGISLATIVE EXEMPT, INTERPRETIVE OR PROCEDURAL
RULE**

AGENCY: Contractor Licensing Board

TITLE-SERIES: 28-04

RULE TYPE: Procedural Amendment to Existing Rule: Yes Repeal of existing rule: No

RULE NAME: Written Contracts for Services

CITE STATUTORY AUTHORITY: W. Va. Code §21-11-10(c)

This rule is filed with the Secretary of State. This rule becomes effective on the following date:

April 16, 2018

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TITLE 28
PROCEDURAL RULE
WEST VIRGINIA CONTRACTOR LICENSING BOARD
SERIES 4
WRITTEN CONTRACTS FOR SERVICES

§28-4-1. General.

1.1. Scope. -- This rule establishes minimum requirements that a licensee must include in a written contract for construction projects with an aggregate value of \$10,000.00 or more. Pursuant to its responsibilities as set forth in W. Va. Code § 21-11-10(c), the Board has adopted a written contract form, attached to this rule as Appendix A, which can be downloaded from the Division's website. A licensee may modify the provisions of the contract form as needed, as long as the modified contract includes the required provisions set forth in Section 4.1 of this rule.

1.2. Authority. -- W. Va. Code §21-11-10(c).

1.3. Filing Date. -- March 16, 2018.

1.4. Effective Date. -- April 16, 2018.

§28-4-2. Definitions.

In addition to the definitions in this section, the definitions in W. Va. Code §21-11-3 are incorporated herein by reference.

3.1. "Act" means the West Virginia Contractor Licensing Act, W. Va. Code § 21-11-1, *et seq.*

3.2. "Aggregate value" means the total combined cost of materials and labor for an entire construction project, including the cost of materials and labor furnished by a licensee and subcontractors, and the cost of materials furnished by the owner, if any.

3.3. "Board" means the West Virginia Contractor Licensing Board or its authorized representatives.

3.4. "Days" means business days unless otherwise stated.

3.5. "Division" means the West Virginia Division of Labor or its authorized representatives.

3.6. "Licensee" means a contractor who has been issued a valid contractor license pursuant to the provisions of the Act. As used in this rule, "licensee" also means the principal or general contractor.

3.7. "Owner" means the person for whom the licensee performs construction work.

§28-4-3. Written Contracts Required.

Pursuant to the provisions of W. Va. Code § 21-11-10(b), prior to performing construction work on a project with an aggregate value of \$10,000.00 or more, a licensee shall have a written contract with an owner and with any subcontractor that the licensee hires to work on the project.

§28-4-4. Contract Form; Required Contract Provisions; Required Change Orders; Suggested Contract Provisions.

4.1. While there is no required format for a written contract, the written contract shall include at least the following provisions:

4.1.a. The licensee's name and business address;

4.1.b. The owner's name, address, and project address or location if different from the owner's address;

4.1.c. A description of the work to be performed by the licensee, including a description of the materials to be furnished by the licensee;

4.1.d. A description of the work to be performed by any subcontractors the licensee anticipates hiring, including a description of the materials to be furnished by the subcontractors;

4.1.e. A description of materials the owner intends to furnish, if any;

4.1.f. The total cost of the project and the terms of payment, including specification of a payment schedule;

4.1.g. The project start and completion dates;

4.1.h. A statement requiring the licensee and owner to sign and date a written authorization for any additions, modifications, or changes to the description of work to be performed, to the contract price, or to any other changes to the terms and conditions of the contract;

4.1.i. Statement that licensee will enter into a written contract with any subcontractor that licensee hires to work on the project, and that the written contract between licensee and subcontractor will include all relevant provisions, terms and conditions as the contract between licensee and owner;

4.1.j. Licensee's contractor license number and classifications;

4.1.k. A statement that all employees on the project, including employees of any subcontractor, are legally authorized to work in the United States;

4.1.l. Licensee's workers' compensation policy number and unemployment insurance account number;

4.1.m. Description of any additional provisions, terms or conditions of the contract;

4.1.n. Authorized licensee's signature, printed name, title, date, taxpayer ID number, business telephone number and email address; and

4.1.o. Authorized owner signature, printed name, title, date, email address and telephone number.

4.2. The Board recommends that a licensee include at least the following additional provisions in a written contract:

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4.2.a. If any permits or licenses are required for the project, specification of who is responsible for obtaining and paying for them;

4.2.b. A description of licensee's warranties, if any;

4.2.c. A statement regarding licensee's and owner's responsibilities with regard to liens and lien waivers;

4.2.d. A description of licensee's responsibilities for construction site maintenance, storage of equipment, materials and supplies, normal hours of work, and hours of work for loud construction activities; and

4.2.e. A description of licensee's responsibilities with regard to any subcontractors that are hired by licensee.

§28-4-5. Licensee's Failure to Execute a Written Contract.

A licensee who fails to execute a written contract as required by W. Va. §21-11-10(b) and this rule may be subject to disciplinary action by the Board as provided for in W. Va. Code §21-11-14.

§28-4-6. Licensee's Obligation to Provide the Board or Division With a Copy of a Written Contract.

6.1. Upon request by the Board or Division, a licensee shall submit copies of its written contracts.

6.2. If a licensee fails to submit copies of the requested contracts within 10 days of the Board's or Division's request, the licensee may be subject to disciplinary action by the Board as set forth in W. Va. Code §21-11-14.

§28-4-7. Exemption of Manufactured Housing Construction and Safety Standards Board Licensees For the Initial Installation of a HUD-Code Manufactured Home.

Licensees of the West Virginia Manufactured Housing Construction and Safety Standards Board are exempt from compliance with this Board's written contract requirements for the initial installation of a HUD-Code manufactured home.

APPENDIX A - CONSTRUCTION CONTRACT

This contract is made between _____, Licensee, whose
Printed Name of Licensee
 principal place of business is located at _____
Address

and _____, Owner, whose address is _____
Printed Name of Owner Address

1. Work or Project Location (if different from Owner's address above).

Street Address or Location

_____, _____
County Town or City

2. Services to Be Performed. Describe in detail and attach additional pages if needed.

2A. Licensee will furnish the following materials and equipment and perform the following work: _____

2B. Licensee, at Licensee's discretion, anticipates hiring subcontractors to furnish the following materials and equipment and perform the following work: _____

2C. If the Owner furnishes materials the following conditions will apply:

2D. Licensee and Owner agree that any additions or modifications to the description of services to be performed must be authorized by a written change order or written addendum, and signed and dated by Licensee and Owner.

3. Contract Price.

3A. Licensee and Owner agree that the total cost of materials and work set forth in Article 2A and 2B above is \$ _____,
Dollar Amount Dollar Amount Written Out

3B. Licensee and Owner agree that any additions or deductions from this contract price must be authorized by a written change order or written addendum, and signed and dated by Licensee and Owner.

4. Terms of Payment.

Licensee and Owner agree to the following payment schedule: _____

5. Project Start Date and Completion Date.

5A. Licensee will start work on _____, and will complete work by _____
Date Date

5B. Licensee will promptly notify Owner of any changes to the start or completion date.

6. Permits and Approvals.

Licensee will be responsible for determining which permits are necessary for performing the specified work, and for obtaining and paying for all required permits.

7. Licensee's Warranties.

7A. Licensee warrants that all work will be completed in a good workman-like manner and in compliance with building codes or other applicable laws or ordinances.

7B. Licensee agrees to correct any defective work at no cost to Owner.

7C. Licensee's warranty under this section will be in effect for one year from the date of completion of the work.

8. Liens and Lien Waivers.

8A. Licensee represents and warrants that there will be no liens for labor, materials, equipment or appliances against the work covered by this Contract.

8B. Contingent upon payment from Owner, Licensee agrees to hold Owner free and harmless from and against any all liens and claims for labor, materials, equipment, services, or appliances furnished or used in connection with the work covered by this Contract.

8C. To protect Owner against liens being filed by Licensee, subcontractors, and material or equipment suppliers, Licensee agrees that final payment under Section 4 will be withheld by Owner until Licensee

presents Owner with lien waivers, lien releases, or receipts acknowledging full payment from each subcontractor and materials and equipment suppliers.

9. Site Maintenance.

9A. Licensee will remove all construction debris from the construction site and leave the premises in "broom clean" condition.

9B. Licensee will perform the work covered by this Contract during the following hours:

_____.

9C. Licensee agrees that disruptively loud construction activities will be performed only at the following times: _____.

9D. At the end of each day's work, Licensee's equipment, materials and supplies will be stored in the following location(s): _____

_____.

10. Subcontractors; Written Contract Between Licensee and Subcontractor.

10A. If Licensee engages subcontractors to perform services as set forth in Section 2B, Licensee will remain ultimately responsible for making sure that all work under this Contract is completed properly.

10B. Licensee warrants that Licensee is responsible for paying any subcontractor engaged to work on this project.

10C. Licensee warrants that any subcontractor engaged to perform work on any part of the project has a current West Virginia Contractor License and is licensed in the proper classification(s) for the scope of work to be performed by the subcontractor.

10D. Licensee warrants that Licensee will enter into a written contract with any subcontractor engaged to perform work under this Contract and that the contract between the Licensee and a subcontractor will include all the relevant terms, provisions and conditions as this Contract between the Licensee and Owner.

11. Compliance with Federal, State and Local Laws.

11A. Licensee represents and warrants that Licensee is in compliance with all federal, state and local laws applicable to the work to be performed under this Contract.

11B. Licensee warrants that Licensee has a current West Virginia Contractor License and is licensed to perform work in the following classification(s) under the following contractor license number:

Indicate the classification(s) and Contractor License number

11C. Licensee warrants that all employees on the project, including employees of any subcontractor,

are legally authorized to work in the United States.

11D. Licensee warrants that Licensee's employees are covered by the following workers' compensation policy and unemployment insurance account: _____

Workers' Compensation Policy Number

Unemployment Insurance Account Number and State (if other than West Virginia)

12. Additional Provisions, Terms and Conditions.

Licensee and Owner agree to the following additional provisions, terms and conditions:

By their signatures below, the Licensee and Owner agree to be bound by the terms and conditions of this Contract.

The Licensee and Owner shall execute two (2) original Contracts, and two (2) original change orders or addenda, if any, so that the Licensee and the Owner shall each have a signed original Contract, change order or addendum.

LICENSEE:

_____ Authorized Signature	_____ Printed Name
_____ Title	_____ Date
_____ Taxpayer ID Number	_____ Business Telephone
_____ Email Address	

OWNER:

_____ Authorized Signature	_____ Printed Name
_____ Title	_____ Date
_____ Email Address	_____ Telephone