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Contractor Licensing Policy

Policy Title: Contractor Licensing
Policy number: 2013-07-01
Effective Date: July 1, 2013
Approved By: Bruce D. Spicher

Purpose:

To ensure all contractors on the island are appropriately licensed.

Requirements:

- All contractors shall register online through the CitizenServe portal.
- Contractors are required to upload a copy of their state license, a copy of their driver's license, and any associated surety bonds.
- Contractors are required to obtain a town business license before entering a contract.

Contractor's Representative Requirements:

- Provide a list of all company representatives on a company letterhead.
- The list shall be notarized.
- The list shall become a permanent file. Changes to the list must be in writing.