



Home Improvement Contractor (HIC) Form

Building Division
Fairfax County Land Development Services
12055 Government Center Parkway, Suite 334, Fairfax, VA 22035
Phone: 703-222-0801, TTY 711
www.fairfaxcounty.gov/landdevelopment



For Contractors with a Valid Virginia State Class "C" License

New License Instructions

To apply for a **NEW** Home Improvement Contractor license, register for an Account in the [PLUS portal](#).

1. Upon login, click on "**Building**" tab
2. Click on "**Create an Application**"
3. Read the disclaimer and click checkbox for "**I have read and accepted the terms above**"
4. Click on "**Continue Application**"
5. Click on "**Licenses**"
6. Select "**Home Improvement Contractor License Application**"
7. Click on "**Continue Application**"
8. Follow the fields within the application.

One of the attached surety bond forms will be required, depending on the contract amounts. You will have to provide an original copy, made out to the Fairfax County Board of Supervisors.

Renewal Instructions

1. Upon login, click on "**Building**" tab
2. Go to your HIC license and click on the renewal application option on the far right of the screen
3. Read the disclaimer and click checkbox for "**I have read and accepted the terms above**"
4. Follow the fields within the renewal application to confirm information or edit any information as required.

One of the attached surety bond forms will be required, depending on the contract amounts. You will have to provide an original copy, made out to the Fairfax County Board of Supervisors.



Home Improvement Contractor Surety Bond

We (company name), _____, as principal, and under the laws of the state of _____, as Surety, are held and firmly bound unto the Board of County Supervisors of Fairfax County, Virginia, a body corporate, in the full and just sum of **FIVE THOUSAND DOLLARS (\$5,000.00)** lawful money of the United States, to be paid to the Board of County Supervisors of Fairfax County, Virginia; to which payment will and truly be made we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

SIGNED, sealed and dated this _____ day of _____.

WHEREAS, the said _____ desires to engage in business as a home ordinance of the Board of County Supervisors of Fairfax County, Virginia known as the Home Improvement Ordinance enacted by the said Board on the 8th of May 1963, and in accordance with all the laws of the Commonwealth of Virginia, and the County Of Fairfax relating to home improvement contractors in the said County.

NOW, THEREFORE, THE CONDITIONS OF THIS OBLIGATION ARE SUCH THAT if the said _____ shall well and truly, observe, and strictly and faithfully comply with all of the provisions of the said laws of the Commonwealth of Virginia, and of the County of Fairfax, and amendments thereto made, or which may be hereafter and with all the rules and regulations lawfully adopted pursuant to the said ordinance and laws, relating to home improvements work placed in, upon, or adjacent to any dwelling or accessory building are erected, in the County of Fairfax; and if the said _____ shall indemnify and save harmless the said County as well as any other person from all expense and damage that may be caused by any negligent, defective or inadequate work done in the said County under his or their Registration, then this obligation to be void; otherwise to remain in full force and effect until Midnight _____. This bond is effective as of Midnight _____.

WITNESS:

WITNESS:

AUTHORIZED REPRESENTATIVE (SEAL)

TITLE

SURETY (SEAL)

BY: _____
ATTORNEY-IN-FACT
COUNTERSIGNED FOR STATE OF VIRGINIA

VIRGINIA RESIDENT AGENT (SEAL)

BROKER FIRM NAME

ADDRESS

PHONE NUMBER

Power of Attorney must be attached to this form.



Home Improvement Contractor Surety Bond

We (company name), _____, as principal, and under the laws of the state of _____, as Surety, are held and firmly bound unto the Board of County Supervisors of Fairfax County, Virginia, a body corporate, in the full and just sum of **TEN THOUSAND DOLLARS (\$10,000.00)** lawful money of the United States, to be paid to the Board of County Supervisors of Fairfax County, Virginia; to which payment will and truly be made we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

SIGNED, sealed and dated this _____ day of _____.

WHEREAS, the said _____ desires to engage in business as a home ordinance of the Board of County Supervisors of Fairfax County, Virginia known as the Home Improvement Ordinance enacted by the said Board on the 8th of May 1963, and in accordance with all the laws of the Commonwealth of Virginia, and the County Of Fairfax relating to home improvement contractors in the said County.

NOW, THEREFORE, THE CONDITIONS OF THIS OBLIGATION ARE SUCH THAT if the said _____ shall well and truly, observe, and strictly and faithfully comply with all of the provisions of the said laws of the Commonwealth of Virginia, and of the County of Fairfax, and amendments thereto made, or which may be hereafter and with all the rules and regulations lawfully adopted pursuant to the said ordinance and laws, relating to home improvements work placed in, upon, or adjacent to any dwelling or accessory building are erected, in the County of Fairfax; and if the said _____ shall indemnify and save harmless the said County as well as any other person from all expense and damage that may be caused by any negligent, defective or inadequate work done in the said County under his or their Registration, then this obligation to be void; otherwise to remain in full force and effect until Midnight _____. This bond is effective as of Midnight _____.

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AUTHORIZED REPRESENTATIVE (SEAL)

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SURETY (SEAL)

BY: _____
ATTORNEY-IN-FACT
COUNTERSIGNED FOR STATE OF VIRGINIA

VIRGINIA RESIDENT AGENT (SEAL)

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