



City of Wilmington, Delaware

Permit No. _____

DEPARTMENT OF FINANCE
800 North French Street, Wilmington, DE 19801
Phone 302.576.2415 • Fax 302.576.2577
citytaxquestions@WilmingtonDE.gov

GENERAL CONTRACTOR/CONSTRUCTION MANAGER/OWNER CERTIFICATION AND SUBCONTRACTOR ROSTER CARD

PERMIT NO. _____ City of Wilmington Business License Number: _____

Total Contract Amount (including change orders): \$ _____ State License Number: _____

General Contractor/Construction Manager: _____

Developer/Property Owner: _____

Contact Person: _____ Project Name: _____

Telephone Number: _____ Project Address: _____

1. I am the (check all that apply) (individually and collectively, the "Responsible Party"):

<input type="checkbox"/> a. General Contractor	<input type="checkbox"/> c. Owner/ Developer
<input type="checkbox"/> b. Construction Manager	<input type="checkbox"/> d. Subcontractor
2. The attached roster card identifies all contractors and subcontractors (individually and collectively, occasionally, "subcontractors") who either (a) are in privity of contract with me as the general contractor on the Project; or (b) are in privity of contract with the owner/developer on the Project for whom I act as construction manager and/or who have otherwise provided services on the Project subject to my direction and control; or (c) are in privity of contract with me as the owner/developer of the project; or (d) are in privity of contract with me as a subcontractor who has engaged one or more other subcontractors to assist with or facilitate my performance on the Project.
3. I understand that only properly licensed contractors and subcontractors are permitted to do work on the within-described Project and that applicable law requires me to ensure that all subcontractors utilized by me on the Project have a current, active City of Wilmington and State of Delaware business license in effect at the time of their performance on the Project as well as any specialty trade licenses and certifications required by applicable state and local law (e.g., plumbing, heating, electrical, HVAC, mechanical, etc.). I further understand that every person who works on-site on the construction project is required to be either an employee of a licensed business (i.e., be a person receiving a W-2 Wage Statement) or be a licensed independent contractor. To ensure compliance, the City may require supporting documentation.
4. I understand that I am required to maintain a current roster card either on-site or on-file with the Department of Finance of the City of Wilmington. For those on file with Finance, I must report any and all changes as they occur. I am aware that all City inspectors acting under color of Wilmington Code, Sec. 5-76 are required to produce credentials upon request affirming their official status.
5. I understand that if I am a subcontractor on the Project and I hire one or more other subcontractors to assist with my performance on the contract, I shall be deemed a general contractor with respect to those subcontractors and, as a result, I understand that I am required to maintain and file a roster card and certification with respect to those subcontractors.
6. I understand that if my final contract amount is in excess of the contract amount reported on the original building permit, I may owe additional permit fees (applicable in instances where I am responsible for obtaining a permit). I further understand that the final contract amount on the roster card need not and should not be reported until execution and final submission of this certification and roster card to the dept. of Finance.
7. I understand that I will not be permitted to schedule a final inspection with the Department of Licenses and Inspection until I file a fully completed roster card with the Department of Finance of the City of Wilmington along with this fully executed certification.
8. I understand that my failure to abide by the requirements imposed by Wilmington Code, §5-76 may result in penalties and other sanctions permitted by applicable law.
9. Additional copies of this certification and/or roster card may be downloaded from www.WilmingtonDE.gov/forms.htm.
10. I hereby certify under penalty of perjury that the attached roster card is true, correct, and complete and contains a listing of each and every Subcontractor utilized by me on the construction project and/or with whom either I or my principal is in privity of contract. I further certify that I am authorized to execute and submit this certification and roster card on behalf of the within described Responsible Party.

LICENSE & APPROVAL # _____

Property Owner/General Contractor/Construction Manager _____ Date _____

Instruction: The contract amount need not be reported until the certification and final submission to the Dept. of Finance

