

Contractor Prohibited Acts

*The entire
prohibited acts
can be found in
18VAC50-22-260*

1. Failure to comply with Chapter I or II of Title 54.1 of the Code of Virginia
2. Furnishing inaccurate or incomplete information
3. Failure to report disciplinary action
4. False or misleading advertisement
5. Negligence and/or incompetence
6. Misconduct
7. Improper or dishonest conduct
8. Fail or use a contract or to have a contract signed by both the consumer and licensee prior to commencement of work or acceptance of payment
9. Contract for residential work missing required elements
10. Failure to make prompt delivery of the contract to the customer
11. Failure to maintain records for five years (contracts, related documents)
12. Refusing or failing to provide requested documents
13. Failure to respond to an investigator or an agent of the Board or providing false information to an investigator
14. Abandonment
15. Failure to complete work
16. Retention or misapplication of funds
17. Misrepresentation
18. Assisting another to violate §54.1
19. Allowing your license to be used by another
20. Ostensible ownership
21. Bribery
22. Criminal conviction
23. Failure to report a conviction
24. Disciplinary action by another governing body/agency
25. Failure to abate a violation of the USBC
26. Miss Utility violation
27. Working out of class/specialty
28. Failure to satisfy any judgment
29. Using unlicensed subs
30. Failure to honor warranty terms
31. Failure to obtain change orders
32. Failure to ensure adequate supervision
33. Failure to obtain a building permit or inspection
34. Failure of a RBEA Firm to perform energy analyses in accordance with the EPA, DOE and Energy Star
35. Failure of a RBEA firm or individual from holding required liability insurance
36. Failure to hold the DLR specialty to ensure remedial work is consistent with EPA, DEQ, VDH or VDFS guidelines
37. Failure of a contractor to appropriately classify all workers as employees or as independent contractors as provided by law.

Board for Contractors

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Department of Professional and Occupational Regulation

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Minimum Requirements of a Written Contract

1. Work begin date and estimated completion date
2. A statement of costs including down payment
3. A list of materials and work to be performed, as requested by the customer
4. A statement explaining delays caused by events beyond the control of the contractor do not constitute abandonment
5. A statement of assurance that the contractor will comply with all local building permits, inspections and zoning requirements
6. Disclosure of the cancellation rights of the parties
7. A signed acknowledgment that the customer was given the DPOR statement of protection if the contract was the result of a door-to-door solicitation
8. Contractor's name, address, license number, class of license, and specialties on license
9. Notification that any changes to the contract must be in writing and signed by all parties
10. Effective July 1, 2015, all contracts must have a statement that notifies consumers of the existence of the Virginia Contractor Transaction Recovery Fund and information on how to contact the board for claim information

Board for Contractors

Stay Informed....

- The Board for Contractor's Mailing List. Simply e-mail or write the board with your name, phone number, mailing address and e-mail address. The board will then mail you notification of any upcoming changes to the regulations.
- Virginia Regulatory Town Hall. Register at this site and be notified about proposed changes to any Virginia regulations, including a meetings calendar and board minutes.
www.townhall.virginia.gov.

Maintain Your License....

- Renew your license every 2 years before your license expires
- Notify the board of name or address changes within 30 days
- Notify the board of changes to your qualified individual within 45 days
- Notify the board of changes to your designated employee or responsible management within 120 days



Department of Professional and Occupational Regulation

www.dpor.virginia.gov