



**CITY OF NEWPORT
DEPARTMENT OF FINANCE
LICENSE DIVISION**

GENERAL CONTRACTOR'S LIST OF INTENDED SUB-CONTRACTORS

Finance Department regulations require any person or company utilizing sub-contractors to provide to the Finance Director the name, mailing address, phone number, and the name of a contact person for each sub-contractor. An occupational license will not be issued to a general contractor until all of this information about all known sub-contractors has been submitted.

This information must also be submitted on any sub-contractors who are hired at a later date.

NAME OF BUSINESS PREPARING REPORT

NEWPORT LOCATION WHERE WORK IS BEING PERFORMED

NAME

STREET

CITY

ZIP

1.		
SUB-NAME		PHONE
STREET		
CITY	STATE	ZIP
CONTACT PERSON		CONTRACT AMT

3.		
SUB-NAME		PHONE
STREET		
CITY	STATE	ZIP
CONTACT PERSON		CONTRACT AMT

2.		
SUB-NAME		PHONE
STREET		
CITY	STATE	ZIP
CONTACT PERSON		CONTRACT AMT

4.		
SUB-NAME		PHONE
STREET		
CITY	STATE	ZIP
CONTACT PERSON		CONTRACT AMT

SIGNATURE OF PERSON PREPARING FORM

DATE

INSTRUCTIONS

The purpose of form CN-5 is for the listing of all independent contractors or sub-contractors being utilized on any project or in any business within the City of Newport.

For each independent contractor, please list the business name, the name of a contact person, a mailing address and telephone number, and the estimated or known dollar amount of the work being performed.

Pursuant to the City's ordinance independent contractors are defined as any person who meets the following criteria: (1) accepts assignments from the general public,(2)is not limited to working for one employer,(3)provides his/her own equipment and tools,(4)hires any assistants, and(5)works without employer training or direction except as to the end result.

Independent contractors are required to have an occupational license of their own. They should complete form CN-2 and pay the amount of fee in accordance with the instructions for form CN-2.

No building or zoning permits will be issued to any person or business until all independent contractors or sub-contractors have been identified and licensed. Using unlicensed sub-contractors can result in the temporary suspension or permanent revocation of any building or zoning permits.

Starting work in the City without an Occupational License can also result in payment of a fee that is twice the amount that is normally due.