



# City of Wilmington, Delaware

DEPARTMENT OF FINANCE  
800 North French Street, Wilmington, DE 19801  
Phone 302.576.2415 • Fax 302.571.6780  
[citytaxquestions@WilmingtonDE.gov](mailto: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"):
 

<ol style="list-style-type: none"> <li>a. <input type="checkbox"/> General Contractor</li> <li>b. <input type="checkbox"/> Construction Manager</li> </ol>	<ol style="list-style-type: none"> <li>c. <input type="checkbox"/> Owner/ Developer</li> <li>d. <input type="checkbox"/> Subcontractor</li> </ol>
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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 information required to be submitted in Columns D and E need only be provided upon final submission of the Roster Card to the Department 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/about-us/document-library](http://www.WilmingtonDE.gov/about-us/document-library).
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.

\_\_\_\_\_  
Property Owner/General Contractor/Construction Manager      Date

LICENSE & APPROVAL # \_\_\_\_\_

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

**City of Wilmington, Delaware  
Subcontractor Roster Card**

Responsible Party Name:		General Permit #	To be completed only upon filing with Department of Finance and prior to scheduling a final inspection		City Use Only
Column A	Column B	Column C	Column D	Column E	Column F
Subcontractor Company Name	Company Address	City Business License #	Federal ID Number	Subcontractor Work Classification	City Certification

**CRAFT KEYS**

SITE PREP/CLEARING/GRADING – 1	FIRE/SPRINKLER SYSTEMS – 11	MARBLE/TIE – 21	LANDSCAPING – 31
SITE WORK/PILING, ETC. – 2	WINDOWS/GLASS – 12	CARPET/VINYL/WOOD FLOORS – 22	IRRIGATION SYSTEMS – 32
PEST CONTROL – 3	DRYWALL – 13	EXTERIOR DOORS – 23	EQUIPMENT (CRANES, ETC.) – 33
CONCRETE PUMPING – 4	INSULATION – 14	INTERIOR TRIM/CARPENTER FINISH – 24	BURGLAR ALARM/SECURITY SYSTEMS – 34
STEEL ERECTION/FRAME – 5	SIDING/EFIS – 15	CABINETS – 25	CLEANING CREW – 35
CARPENTER/FRAMER – 6	ELEVATOR – 16	COUNTER TOPS – 26	DEBRIS REMOVAL – 36
MASON/BLOCK WORK – 7	OUTSIDE PAINTING – 17	FIREPLACES – 27	ON-SITE SANITATION SERVICES – 37
HVAC – 8	STUCCO – 18	SWIMMING POOLS – 28	SIGN COMPANY – 38
ELECTRICAL – 9	OUTSIDE MILLWORK/TRIM – 19	RAILINGS – 29	MATERIAL/SUPPLIER – 39
PLUMBING – 10	INTERIOR PAINTING/PAPERING – 20	PAVING/DRIVEWAYS – 30	OTHER (DESCRIBE) – 40

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ELEVATOR – 16	EQUIPMENT (CRANES, ETC.) – 33	EXTERIOR DOORS – 23	FIRE PLACES – 27	FIRE/SPRINKLER SYSTEMS – 11
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