

Apply Online for a Contractor's License

Before completing the online application, you need to review "Contractor's License Application Package" on our website at: <http://www.tn.gov/commerce/topic/cont-contractors> This will provide you all the instructions and give you an opportunity to have all of your documents ready to download and attach to your online license application.

Once you are ready to begin the process, you will need to create an account at "[Online Licensing Services](#)" You'll then be directed to select the application from the menu which will be "**Contractors: Contractors and Ltd Licensed Plumbers**" and at the drop down menu, select "**Initial Contractors**".

Forms Needed for Online Application

The following forms will need to be completed and attached to your online license application (*unless not applicable*), in addition to other required attachments:

- Experience List – Page 2 (*not applicable if entering experience online or attaching resumes*)
- Contractor's Affidavit – Page 3
- Reference – Page 4
- Power of Attorney for Qualifying Agent (QA) – Page 5 (*not applicable if QA is the owner*)
- License Verification – Page 6 (*applicable to those only requesting reciprocity for trade exam waiver*)
- Citizenship Eligibility – Pages 9 (*applicable to Sole Proprietors, only*)

Other Attachments

The following documents must also be attached and not part of the application forms:

- Financial Statement (*obtain from CPA*)
- Exam Scores (*Business Law and Applicable Trade; or BC-A/r Course Certificate*)
- Corporate Documents (*not applicable to sole proprietors*)
- Certificate of Insurance (*General Liability and Workers' Comp*)

The above documents must be included with your online contractor's license application before submitting. See page 11 for a check-list. Applications lacking the required information cannot be processed for Board review. If you encounter problems with attaching documents, we would appreciate notifying our office at Contractor.App@tn.gov and include the error message received from the system, as well as attaching the documents to the email in order to match up with your application. Applications must be received by the following deadline dates in order to be reviewed at one of the six regularly scheduled Board meetings.

Month of Meeting	Application Deadline Date
January	December 20 th
March	February 20 th
May	April 20 th
July	June 20 th
September	August 20 th
November	October 20 th

Note: If the 20th is on a weekend or holiday, the deadline date will be the next business day.

From:

- Past Client
- Past Employer
- Codes Official



LETTER OF REFERENCE

Reference Relating to: _____
(Please print name of individual and/or business entity applying for a license)

Address: _____

The above named individual and/or company is applying for a contractor's license in the State of Tennessee. Please provide information relative to their construction experience. You can greatly assist both applicant and Board by furnishing this information in detail. *(PLEASE PRINT OR TYPE) Please return the completed reference to the contractor license applicant to supply with their completed license application.*

1. Approximately how long have you known the owner(s) or principals of the company; or when did they first perform work?

2. What type of work was performed or inspected?

3. What is your business opinion of the above?

4. Do you recommend a state license be granted to the above? Yes No
Explain:

5. Other comments you would like to include regarding the applicant:

This form is being completed by:

_____/_____
(Print Name) / *(Name of Company/Employer/Codes Official/ Past Client)*

Mailing Address: _____

Telephone: _____ Email _____

 (Signature) (Date)

NOTE: All reference letters must be from a past client, employer or codes official commenting on experience, as required pursuant T.C.A. § 62-6-111(4)(b)(2). Out of state letters are acceptable. Family member references or those currently employed by the applicant would not be acceptable.

A Power of Attorney for the Qualifying Agent is only required if someone other than a majority owner takes the exam.

POWER OF ATTORNEY

Know all that I, _____, of _____,
(Owner's/Officer's Name) (County)

_____, of _____ do hereby appoint:
(State) (License Company Name)

(Qualifying Agent's Name)

(Title)

(Date of Employment)

Above named is at least 18 years of age; is a full time employee; and authorized to act as qualifying agent (QA) on the license entity's behalf by taking the examinations(s) and/or interview as required for a Tennessee contractor's license. Pursuant T.C.A. §62-6-115, as an employee/officer, they have sufficient knowledge to bind the licensee.

This designated qualifying agent, *IS -or- *WAS -or- IS NOT _____, listed as the QA for another license (please list the license ID or license name if you have ever been listed on another license in Tennessee). I understand should the qualifying agent leave the company and no longer a full time employee, pursuant T.C.A. §62-6-115, the Board must be notified within 10 days. Another individual must be designated to pass the applicable trade examination(s) within three (3) months or the license classification is considered invalid (if there is only one classification, the license becomes invalid).

Owner/Officer - Signature

Qualifying Agent's Signature

Affirmed, witnessed and subscribed before me this _____ day of _____, 20_____.

Notary Public My Commission Expires: _____

- (Notary Seal) -

*List License ID# _____ or company name. If "currently" listed, you must be a majority owner of one of the licenses in order to be listed as the QA. Attach explanation, as directed in the Contractor's Affidavit, relative to complaints, felony convictions, judgments, etc., from current and "prior" licenses, from any state.

Note: If anyone other than an individual with an ownership interest acts a qualifying agent, then an owner or officer must also appear along with the qualifying agent in cases when an interview with the Board is required. Typically, the interview is waived and notice will be sent to license applicant. However, if prior complaints or felony convictions, an interview is required.

To be completed by applicants who have passed the trade exam with a reciprocal state and requesting a trade exam waiver.

State of Tennessee

Board for Licensing Contractors

500 James Robertson Pkwy., Nashville, TN 37243-1150
800-544-7693 Fax (615) 532-2868



Website: <http://www.tn.gov/commerce/section/contractors-home-improvement> Email: Contractor.App@tn.gov

REQUEST FOR LICENSE VERIFICATION

Instructions to Applicant: Complete the "Applicant Information" section below and forward to the reciprocal State verifying the licensing information for a trade exam waiver. Return it to us by including it with your license application.

CONTRACTOR LICENSE APPLICANT INFORMATION

License Name: _____

Address: _____ **City:** _____ **State:** _____ **Zip Code:** _____

Telephone: () - _____ **Fax#:** () - _____

Contract Person: _____ **E-Mail Address:** _____

Signature: _____ **Date:** _____

If you are licensed with one of the following state agencies, Tennessee has entered into a trade exam waiver agreement and you may qualify to have the trade exam waived: **Alabama** – (General, Electrical, Residential, and HVAC); **Arkansas**; **Georgia** (Commercial/Electrical); **Louisiana**; **Mississippi**, **North Carolina** (Residential/Commercial); **Ohio** (Electrical; Plumbing; and HVAC); and **South Carolina** (Commercial Board). The Board also accepts the **NASCLA National Commercial** trade exam score. Reciprocation is with the **TRADE** exam, only. Some states may charge a fee to complete verification. More information is at: <http://www.tn.gov/assets/entities/commerce/attachments/ContBLCReciprocationwithTN.pdf>

Instructions for Verifying State: The above named applicant has submitted an application for a contractor's license with this Board. Please complete the following and return this form to the applicant.

License Name: _____

License ID#: _____ **Date Issued:** _____ **Status:** ___Active ___*Inactive ___*Expired

Expiration Date: _____ **Disciplinary Action:** ___No ___*Yes **Does not qualify for exam waiver*

License Classification(s): _____

Qualifying Agent's Name	Trade Exam <i>Residential, Commercial, Electrical, etc.)</i>	Exam Type <i>(PSI, NAI, Exporior, Block, NASCLA, In-House, etc.)</i>	Exam Date	Score	Waiver <i>(Endorsement; Prior to Exam;; Not Required, etc.</i>

Signature: _____ Title: _____ Date: _____

State Agency: _____

- State Seal -

T.C.A. § 12-4-801 - **Bid Preference Law** - A like reciprocal preference is allowed to the lowest responsible bidder to a contrac resident of another state.

Workers' Compensation Insurance - Coverage Determination Questionnaire

(Required by Contractors NOT submitting Proof of Insurance)

The following questionnaire has been developed to assist our staff to determine whether proof of workers' compensation (WC) insurance coverage or exemption requirements have been fulfilled for the purpose of obtaining a contractor's license. You must check with the Department of Labor and Workforce Development to confirm you are in compliance and their contact information is at: <http://www.tn.gov/workforce/article/wc-who-must-carry-insurance> This is based upon changes in the law on March 1, 2011, Public Chapter 1149; and includes amendments for Public Chapter 422, effective October 1, 2011. **Please check with your insurance carrier to prevent being charged penalties for lack of coverage** to ensure you are properly covered or exempted. In addition, ensure your employees are not misclassified as independent contractors.

The law requires contractors to supply proof of coverage or exemption on themselves as owners/employers, in addition to their employee(s). A provision allows an **owner, officer, partner or member** to be exempt from coverage by registering each person with the Tennessee Secretary of State as a "**Construction Services Provider**". Therefore, license applicants without one (1) or more employees have the option to provide proof of insurance or proof registered for an exemption unless considered exempt from registration (*sole proprietors, partners or LLC without employees or subs, working directly for a residential owner, may obtain handyman exemption from registration.*). As always, check with your insurance agent to make sure you are properly protected or exempt on a project. To register online for exemption as a "**Construction Services Provider**" go to: <http://tnbear.tn.gov/wc/> or you may call at (615) 741-2286. The definition of employee vs independent contractor depends on Common Law and ABC test; see website at: <http://www.tn.gov/workforce/article/emeef> or review employer handbook at: <http://www.tn.gov/assets/entities/labor/attachments/HandbookforEmployers2013.pdf>

Contractor's License WC Questionnaire

1. If you check **ONE** item, you are **NOT EXEMPT** and must submit **proof of insurance** (questionnaire not required)

- One or More Employees (An owner/officer may still need to register for an exemption to exclude themselves)
- Having more than as allowed for an exemption (five (5) owners or officers; or a partner retaining less than 20% ownership)
- Does not meet the requirements in questions 2 – 3 below, and must provide proof of coverage.

2. If you check **ALL** of the following, considered **EXEMPT** from submitting **proof of insurance**, and will need to supply **proof of registration** as a "**Construction Services Provider**" - <http://tnbear.tn.gov/wc/> (Licenses expired cannot register as a licensee with the Board and would not qualify for a discount with Secretary of State exemption registry)

- No Employees on payroll (corporate officers are considered employees, but qualify to register for exemption)
- Less than five (5) owners and/or officers; or if a partnership, each partner owns a minimum of 20% of business entity.
- All owners/officers/members/partners are registered as a "Construction Services Provider"
- Does not meet the criteria in section "3" below; must attach registration for each individual on license (limited to five)

(Note: Partnerships, who have not registered with the Secretary of State's "Corporate" section, must do so to obtain a "Control #")

3. If you check **ALL** of the following, you are **EXEMPT** from supplying both the **proof of Insurance and registration** to our Board as a "**Construction Services Provider**" only as a condition of licensure with the Board:

- No Employees on payroll and no Subcontractors hired to perform work
- Sole Proprietor; Partnership or LLC with less than (5) members (*Note: Corporations do not qualify to be exempt from both*)
- Works directly for the owner (*handyman exemption*)

4. Other: Considered **EXEMPT** from both the insurance and registration as a "Construction Services Provider" due to the following explanation (*may require authorization from the Department of Labor and Workforce Development*):

- Other: Exempt due to: _____
(Provide explanation allowed by law for us to verify with the Department of Labor)

(Note: Renewal may be held until we receive authorization)

5. Signature of Authorized individual completing questionnaire for licensing.

Completed by: _____ Title: _____

IMPORTANT NOTICE: THIS QUESTIONNAIRE PERTAINS TO COVERAGE REQUIRED FOR THE PURPOSE OF LICENSING, ONLY! PLEASE CHECK WITH YOUR INSURANCE CARRIER OR THE DEPARTMENT OF LABOR TO ENSURE YOU ARE PROPERLY EXEMPTED, COVERED, OR WHEN OBTAINING MINIMUM COVERAGE, TO PREVENT PAYING PENALTIES AT THE TIME OF AN AUDIT OF YOUR PAYROLL!



**STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
REGULATORY BOARDS DIVISION
500 JAMES ROBERTSON PARKWAY
DAVY CROCKETT TOWER
NASHVILLE, TENNESSEE 37243**

Eligibility Verification for Entitlements Act Attestation Instructions

(To be completed by Sole Proprietors)

INSTRUCTIONS: If you are a natural person applying for a license, registration, certification or other benefit you must:

1. Attest, under penalty of perjury, to your status as either a United States citizen, a qualified alien as defined in Tennessee's Eligibility Verification for Entitlements Act, or a foreign national not physically present in the United States, by selecting your status in Part A below signing on the line labeled "Applicant's Signature," printing your name on the line labeled "Printed Name" and putting the current date on the line labeled "Date."

AND

Do one (1) of the following:

1. **US Citizenship** - If you are claiming United States citizenship, present **one (1)** of the forms of acceptable identification provided in the list **Part B** (see page 15).
 - If you provided your **Social Security Number** as part of your application for licensure, no additional documentation is required; however, please be aware that efforts may be made to verify any such number.
2. **Qualified Alien Status** - If you are claiming qualified alien status, present **two (2)** forms of documentation of identity and immigration status, as determined acceptable by the United States Department of Homeland Security, for verification through the SAVE (Systematic Alien verification for Entitlements) program, as provided in the list **Part C** (see page 15)
 - If you are claiming qualified alien status but you are unable to present two (2) forms of documentation provided for in Part C of this form, then you shall present at least **one (1)** such document that shall then be **verified through the SAVE** program.

OR

3. **Foreign National Not Physically Present in US** - If you are claiming you are a foreign national not physically present in the United States, please contact the program issuing the license for which you are applying, to provide such documentation as may be required to verify such status.

Eligibility Verification for Entitlements Act Attestation
(Applicable to Sole Proprietors, Only)

Part A. Eligibility Verification for Entitlements Act Attestation

I hereby attest under penalty of perjury that I am (select one):

- _____ A United States citizen;
- _____ A qualified alien as defined in Tenn. Code Ann. § 4-58-102;1
- _____ A foreign national not physically present in the United States. Further, I understand that should I ever become physically present in the United States while I hold this license, registration, certification or other benefit I agree to immediately contact the issuing agency and provide documentation to confirm my status as a qualified alien.

Applicant's Signature

Printed Name

Date

Submitting false information or omitting pertinent or material information in connection with this application or any violation of the Eligibility Verification for Entitlements Act may result in the revocation of any license, registration, certification or other benefit issued to the applicant. A person who willfully makes a false, fictitious or fraudulent statement or representation of United States citizenship may be prosecuted under 18 U.S.C. § 911 and/or the False Claims Act, T.C.A. §§ 4-18-101, *et seq.*

1 Qualified alien means "A qualified alien as defined by 8 U.S.C. § 1641(b)" or "An alien or nonimmigrant eligible to receive state or local public benefits under 8 U.S.C. § 1621(a)." Pursuant to those statutes, this includes, but is not necessarily limited to:

- An alien who is lawfully admitted for permanent residence under the Immigration and Nationality Act [8 U.S.C. § 1101 et seq.];
- An alien who is granted asylum under section 208 of the Immigration and Nationality Act [8 U.S.C. § 1158];
- A refugee who is admitted to the United States under section 207 of the Immigration and Nationality Act [8 U.S.C.A. § 1157];
- An alien who is paroled into the United States under section 212(d)(5) of the Immigration and Nationality Act [8 U.S.C. § 1182(d)(5)] for a period of at least 1 year;
- An alien whose deportation is being withheld under section 243(h) of the Immigration and Nationality Act [8 U.S.C. § 1253] (as in effect immediately before the effective date of section 307 of division C of Public Law 104-208) or section 241(b)(3) of the Immigration and Nationality Act [8 U.S.C. § 1231(b)(3)] (as amended by section 305(a) of division C of Public Law 104-208);
- An alien who is granted conditional entry pursuant to section 203(a)(7) of the Immigration and Nationality Act [8 U.S.C. § 1153(a)(7)] as in effect prior to April 1, 1980;
- An alien who is a Cuban and Haitian entrant (as defined in section 501(e) of the Refugee Education Assistance Act of 1980);
- A nonimmigrant under the Immigration and Nationality Act [8 U.S.C. §§ 1101, *et seq.*];
- An alien who is paroled into the United States under section 212(d)(5) of the Immigration and Nationality Act [8 U.S.C. § 1182 (d)(5)] for less than one year.

Eligibility Verification for Entitlements Act Additional Required Documentation

Part B. If you are claiming United States citizenship, you must present one (1) of the following:

- A valid Tennessee driver license or photo identification license issued by the Department of Safety;
- A valid driver license or photo identification license from another state where the issuance requirements are at least as strict as those in Tennessee, as determined by the Department of Safety;
- An official birth certificate issued by a state, jurisdiction or territory of the United States, including Puerto Rico, United States Virgin Islands, Northern Mariana Islands, American Samoa, Swains Island, or Guam; provided that Puerto Rican birth certificates issued before July 1, 2010, shall **not** be recognized;
- A United States government-issued certified birth certificate;
- A valid, unexpired United States passport;
- A United States certificate of birth abroad (DS-1350 or FS-545);
- A report of birth abroad of a citizen of the United States (FS-240);
- A certificate of citizenship (N560 or N561);
- A certificate of naturalization (N550, N570 or N578);
- A United States citizen identification card (I-197, I-179);
- Any successor document of those listed at Tenn. Code Ann. §§ 4-58-103(c)(4)-(9); or
- **A social security number that may be verified with the Social Security Administration in accordance with federal law (if you provided your social security number as part of your application for licensure, no additional documentation is required; however, please be aware that efforts may be made to verify any such number).**

Part C. If you are claiming qualified alien status, you must present two (2) forms of documentation of identity and immigration status, as determined by the United States Department of Homeland Security to be acceptable for verification through the SAVE program. Such forms of identification may include:

- I-327 (Reentry Permit);
- I-551 (Permanent Resident Card);
- I-571 (Refugee Travel Document);
- I-766 (Employment Authorization Card);
- Certificate of Citizenship;
- Naturalization Certificate;
- Machine Readable Immigrant Visa (with Temporary I-551 Language);
- Temporary I-551 Stamp (on passport or I-94);
- Unexpired Foreign Passport;
- WT/WB Admission Stamp in Unexpired Foreign Passport
- I-20 (Certificate of Eligibility for Nonimmigrant (F-1) Student Status);
- DS-2019 (Certificate of Eligibility for Exchange Visitor (J-1) Status);
- Any other document determined by the U.S. Department of Homeland Security to be acceptable through the Systematic Alien Verification for Entitlements (SAVE) program created pursuant to the federal Immigration Reform and Control Act of 1986.

Part D. If you are claiming qualified alien status, but you are unable to present two (2) forms of documentation as described in Part C, then you shall present at least one (1) such document as described in Part C, which shall then be verified through the SAVE program.

Part E. If you are claiming that you are a foreign national not physically present in the United States, please contact the program issuing the license, registration, certification or other benefit for which you are applying to provide such documentation as may be required to verify such status.

ONLINE APPLICATION ATTACHMENTS - CHECKLIST

Detailed instructions are available in the contractor's license application at:
<http://www.tn.gov/assets/entities/commerce/attachments/ContLicenseApplicationWeb.pdf>

*The following must be attached unless it is considered not applicable.

_____ *Statement of Experience and Management (Page 2)

- In lieu of this form, may enter experience online, or
- May attach list of experience or resumes in lieu of completing page 2 or entering online

_____ Contractor's Affidavit – Notarized (Page 3)

- Attach completed affidavit with notarized signatures by owners, officers, and qualifying agents (original is **not** required to be mailed)
- Supply explanation for any disclosures if checked "HAS" or "HAVE"
- Felony Convictions must provide the following:
 - 1) Copy of Court Judgment
 - 2) Court Release of Probation
 - 3) Criminal Background History Report
 - 4) Letter of Explanation
 - 5) Character References
 - 6) May also supply "Certificate of Employability" if granted by a Judge

_____ Reference (Page 4)

_____ *Power of Attorney for Qualifying Agent (Page 5) (if needed)

- Required if the Qualifying Agent (QA) does not have majority ownership and is only an officer or full time employee. Note: If an interview with the Board is required, the owner is required to appear with the QA - Rule 0680-1-02(f)]

_____ *Citizenship Status - Eligibility Verification Form (Page 9)

- Required for Sole Proprietor applicants

_____ Financial Statement Prepared by Licensed CPA - Attach

- Review required by CPA for a limit of \$1,500,000 or less;
- Audit required by CPA for limit more than \$1,500,000
- Supplemental Financial Documents - See the "Contractor's License Application" for additional instructions at:
<http://www.tn.gov/assets/entities/commerce/attachments/ContLicenseApplicationWeb.pdf>

_____ Certificate of Insurance - Attach

- Certificate of Insurance for **General Liability** and **Workers' Compensation**
 - o Must include policy number, effective date and expiration date
 - o Must list the Board for Licensing Contractors as the "Certificate Holder"
 - o Invoices, TBD and declarations are not acceptable
- General Liability (minimum coverage is \$100,000; licenses with limits from \$500,000 to \$1,500,000 must be \$500,000; and license limits more than \$1,500,001 to Unlimited must be \$1,000,000)
- Workers' Compensation Proof of Coverage; if not, must submit the following:
 - o Worker's Compensation Exemption Questionnaire (**attach page 7**)
 - o Construction Services Provider – Proof of Registration from: <http://tnbear.tn.gov/wc/>
 - o More information is at: http://www.tn.gov/assets/entities/commerce/attachments/ContInsuranceInfo_001.pdf

_____ *Corporations, LLC, and Partnerships (if applicable)

- Must attach proof of active registration with the Tennessee Secretary of State's Office
<https://tnbear.tn.gov/Ecommerce/FilingSearch.aspx>

_____ Exam Score(s) for Business and Law and Applicable Trade

- Restricted Limited Residential (BC-A/r) Applicants – Attach School Certificate
- Reciprocation - Attach license verification completed by the state agency where licensed (page 6)
- Environmental Specialties - Attach copies of the qualifying agent's training certificates
- Fire Sprinkler / Alarm Systems / TDEC - Attach copies of other licenses in this state relative to your classification

_____ *Disclosure Documents (if applicable)

- Required for felony convictions, complaint history, judgments, etc. as indicated on "Contractor's Affidavit"

*All items on the check-list may not be applicable. For more instructions and exam information, please see the contractor's license application package on our website at: <http://www.tn.gov/commerce/topic/cont-contractors>