



STATE OF TENNESSEE
 DEPARTMENT OF COMMERCE AND INSURANCE
 BOARD FOR LICENSING CONTRACTORS

HOME IMPROVEMENT

Mailing Address: **500 JAMES ROBERTSON PKWY
 NASHVILLE, TN 37243-1140**
 TELEPHONE: 800-544-7693; (615) 532-3994 OR FAX: (615) 532-2868
<http://tn.gov/commerce/boards/contractors/> Email: HIC.Renewal@tn.gov

Home Improvement Renewal – Prof 1701- Fee \$200

LICENSE RENEWAL NOTICE

Fees Payable to: **“Home Improvement”**
 Renewal Fee: \$200.00 (2 Year Fee)
 Penalty (Per Month): 10.00
 Maximum Penalty: 30.00 (*Up to 90 days)
 *After 90 days: Must File New Application for Reinstatement

LICENSE ID# 000 _____

LICENSE NAME: _____

ADDRESS: _____
 (Address Change: ___NO ___YES – Make changes above) (If listing a P.O. Box, also include the physical address)

CITY _____ STATE _____ ZIP _____

TELEPHONE :(____) _____ - _____ ; CELL:(____) _____ - _____ FAX: (____) _____ - _____

Email: _____ FEIN Tax ID# _____

Mode of Operation: ___Sole Proprietor ___Partnership ___*Corporation ___*LLC
 *Corporation’s and LLC’s must be “active with the Secretary of State. Check status at: http://tn.gov/sos/bus_svc/corporations.htm

Name	Title	SS#	% of Ownership

1. ___ Yes ___ No Have there been any changes to your licensed business name or mode of Operation? If *yes, attach explanation.
2. ___ Yes ___ No Have there been changes of responsible parties or owners since the issuance of your license? If *yes, attach explanation.
3. ___ Yes ___ No Proof of General Liability Insurance attached, with a minimum coverage of \$100,000? (If “No”, license cannot be renewed.)
4. ___ Yes ___ No Proof of Workers Compensation Insurance attached? If “No”, must supply “WC Questionnaire (see page 3).
5. ___ Yes ___ No **Disclosure - Check “Yes” if any of the below are applicable:**
 - Have you been convicted of a felony?
 - Have you become involved in litigation, and/or had judgments/liens rendered in the field of home improvement?
 - Have you had a license revoked or suspended (from any State)?

If “Yes” is answered to any of these questions, please attach an explanation and/or court documents. Disclosure does not prevent a license from being renewed without the opportunity for a hearing of charges. However, failing to disclose information is a violation of law, where disciplinary action may be imposed, as well as, license revocation. (See T.C.A. § 62-6-509)

6. Please indicate the type of financial responsibility and expiration date you have on file with the Contractors Board - Home Improvement section. Please note, the license is considered invalid upon expiration or cancellation of the bond. Check one of the following:

\$10,000 Surety Bond with Original "Power of Attorney" is on file as continuous or attached
Name of Insurance/Bonding Company: _____
Expiration Date: _____ **Bond Number:** _____
 Cash Bond / Expiration Date: _____
 Property Bond / Expiration Date: _____
 Irrevocable Letter of Credit / Expiration Date: _____

(Notice: A bond/letter of credit cannot be released until one year after inactivity)

This is to acknowledge, I have read the questions pertaining to the renewal for home improvement license and answered true and correctly.

<u>Name</u>	<u>Signature</u>	<u>Date</u>
_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____

INSTRUCTIONS

In order to renew your Home Improvement license, the following items must be in place:

- The renewal fee is **\$200.00** for a two (2) year license, if received by the expiration date. Check or money order should be made payable to: **"Home Improvement"** and include your license ID number on the payment. Social Security Number will be used for identification purposes only and will not be a part of public record, pursuant 42 USC 666. License status may be checked at the Boards website or directly at: <http://licsrch.state.tn.us/>
- Late penalty fee is \$10.00 per month, not to exceed three (3) months - \$30.00. The license cannot be renewed if it has been expired in excess of ninety (90) days; must file a new application, which may be obtained by contacting the Board at 1-800-544-7693 or by visiting our website. (See T.C.A. § 62-6-507)
- The renewal form must be complete. Answer questions 1 – 6; attach proof of insurance for general liability and workers compensation, with the Board listed as certificate holder; attach documentation to any of the items checked "Yes"; \$10,000 financial responsibility, such as a surety bond, is needed unless current and on file; attach fee (renewal and any late fees); sign and mail to:

Home Improvement
500 James Robertson Parkway
Nashville, TN 37243-1140
 Mailing Address:

Please allow
5 to 7 business
days for mail
delivery!

NOTICE: Effective July 1, 2007, changes in the contractor's law for home improvement requires the following:

- (1) **Contracts:** (1) Contracts must be in legible writing and contain the complete agreement between the owner and the home improvement contractor; (2) State the full names and addresses of all parties, the license number of the home improvement contractor, the date when executed by the parties and contain a description of the work to be done and the goods to be used; (3) Be completed in full without any blank spaces to be filled in after the contract is signed by the owner and clearly describe any other documents which are to be incorporated, and shall contain the following notice directly above the space provided for the signature of the owner: "NOTICE TO OWNER: Do not sign this contract if blank. You are entitled to a copy of the contract at the time you sign"; (4) Contain the approximate dates when the work will begin and be substantially completed; (5) Contain the agreed upon consideration for the work; (6) Contain a notice that all home improvement contractors must be licensed by the board and that any inquiries about a contractor should be transmitted to the board's office; (7) Contain all other matters upon which the parties lawfully agree; and (8) Not contain any power of attorney to confess judgment. No sales person, agent or employee of the contractor shall be authorized to make any changes in the agreement on behalf of the owner.
- (2) **Advertising:** When advertising, must include license ID number and follow guidelines from the law and rules.
- (3) **Prohibited Acts Include:** Mortgage notes preparation; failure to notify board of changes of ownership, name or address.
- (4) **Business Locations:** License required for each location.
- (5) **Workers Compensation:** Effective December 31, 2009, must provide coverage on yourself. (Public Chapter 1041)
- (6) **Law and Rule Changes:** Review from the website at: <http://tn.gov/commerce/boards/contractors/>
- (7) **Change of Ownership:** More than 20% requires obtaining a new license.
- (8) **Name and Mode Changes:** Must supply information relative to changes needed on license; may require a revised bond.

(The Board's physical address is located at 710 James Robertson Parkway; 3rd Floor Andrew Johnson Tower. All mail and fees must be delivered to the mailing address listed above. The Board office cannot accept fees at their physical location.)

(9) Questionnaire - Workers Compensation Insurance Coverage Determination
(Questionnaire Not Required if Submitting Proof of Insurance)

The following questionnaire has been developed to assist licensee applicants to determine whether they are exempt from submitting proof of coverage. If you check "Exempt" and do not supply proof of Workers' Compensation insurance, after 12/31/09, please attach this form. (For more information, you may check the Board's website at: <http://tn.gov/commerce/boards/contractors/>)

Workers Compensation Insurance Coverage Determination Questionnaire

I. If you check ALL of the following, you are considered EXEMPT from submitting proof of insurance (see PC 1041).

- No Employees and/or Corporate Officer receiving no compensation (pay); not considered an employee
- Sole Proprietor, Partnership or Limited Liability Company (LLC)
- Contracts directly with the homeowner and performs the work; does not hire subcontractors

II. If you check ONE of the following, you are **NOT EXEMPT** and must submit proof of insurance:

- One or More Employees
- Corporation (*Note: Officer(s) must always carry workers' compensation insurance on the corporation unless receives no pay

*Corporate officers may file the I-6 Form with the Department of Labor and Workforce, to be excluded from the policy; but not from having to carry workers' compensation insurance. Per the law, corporate officers who reject the coverage, does not exempt the corporation; the corporation is still included in § T.C.A. 50-6-103(b). Example, the President makes the first employee. (Note: According to the Department of Labor and Workforce Development, this portion of the law applying to corporations is not considered a change in the new law, and has always been the case.)

III. If you have checked with the Tennessee Department of Labor and Workforce Development and they have determined you to be EXEMPT or a new law amendment, please explain:

- Exempt Explanation: _____

Format - Requirements for Proof of Insurance Submitted to the Contractors Board

The Board requests a Certificate of Insurance (available from your insurance agency) which lists a policy number (not binder or account number); a beginning and expiration date. This is required in addition to General Liability coverage. The name on the license must match the name in the "insured box". The Board should be listed as the certificate holder.

- "Producer" section must include the name of the insurance agency, and telephone number;
- "Insured" section should list the contractor's name as licensed;
- "Insurer" should list the name of the insurance company;
- To Be Determined" or "TBD" is not acceptable;
- Policy effective and expiration date listed;
- "Description of Operations" portion must list: "State of Tennessee Contractors License";
- "Certificate Holder" section should list the "Board for Licensing Contractors" with address; and
- "Cancellation Notice" section must be completed with at least **10 days** notice to be given.

Effective December 31, 2009 - PC 1041 - Information from Department of Labor and Workforce Development, Division of Workers' Compensation Division:

The new law, Public Chapter 1041 (2008), requires everyone in the construction industry to have workers' compensation coverage. The new law becomes effective December 31, 2009.

- Owners are required to carry workers compensation on all subcontractors, workers, and employees who work for them and on themselves.
- Exception--a sole proprietor or partner (with no subcontractors, workers, or employees) being paid directly by a residential property owner.

Workers' Compensation Division website is at: <http://www.state.tn.us/labor-wfd/wcomp.html>

