

AMENDMENT REQUEST APPLICATION

INSTRUCTIONS

The following review criteria must be met to successfully amend your license classification.

1. The applicant must be currently licensed and in good standing (no violations on record) with the board
2. The applicant must successfully pass all examinations for classifications requested.
3. List a minimum of three (3) commercial projects successfully completed by the applicant in the last three (3) years (with his or her own forces) specifically in the classification requested
4. Three reference letters from any of the following:
 - Registered Architect**
 - Registered Professional Engineer**
 - Other General Contractor**
 - Owner**The reference letters must verify work experience for each job listed. The letters shall include:
 - Date and Location**
 - Type of work performed**
 - Name of project**
 - Amount contractor was paid**This should not be a character reference.
5. The applicant must have a sufficient bid limit and equipment holdings to successfully complete under the requested classification.

A specialty classification under the requested major classification would normally be approved when an applicant is unable to meet all review criteria. This provides the applicant the ability to successfully complete and document projects for further consideration and board review.

Example: When the classification BC-S: Remodeling and Alteration is approved rather than BC: Building Construction demonstrates this process. An applicant with the specialty classification BC-S, can complete a minimum of three new construction projects (remodeling and alterations, in this example) with his or her own forces, and qualify for consideration of the major classification

Submit the Classification Amendment Request Application along with the Qualifying Party Form to the following address:

State Licensing Board for General Contractors ■ 2525 Fairlane Drive ■ Montgomery, AI 36116

STATE LICENSING BOARD FOR GENERAL CONTRACTORS

QUALIFYING PARTY FORM



www.genconbd.alabama.gov

JOSEPH C. ROGERS, JR.
EXECUTIVE SECRETARY

2525 FAIRLANE DRIVE
MONTGOMERY, AL 36116

TELEPHONE NO. 334-272-5030
FAX NO. 334-395-5336

TO: APPLICANTS FOR GENERAL CONTRACTORS LICENSE

FROM: CHRISTY EASTERLING-EXAM COORDINATOR

All applicants are required to take the **Business and Project Management for Contractors Examination and Skill Test Examination**

Examinations are administered by PSI (Psychological Services Inc). The Board has pre-qualified your application for license and now needs the following information to submit to PSI for your examination registration:

Should you have any questions, please feel free to contact me at (334)272-5030 ext.232

This form is included in the Prime Contractor application and should be returned with application, unless you are adding and or replacing a qualifier. You may fax to (334)274-4867 with a letter of explanation.

Company Name: _____

Company Address: _____

Company Phone No: _____

City : _____

State: _____

Zip : _____

Qualifiers Last Name: _____

First Name: _____

Middle Initial: _____

Social Security # : _____

Email: _____

(if qualifier does not have email address – use company email address)

STATE LICENSING BOARD FOR GENERAL CONTRACTORS

CLASSIFICATION AMENDMENT REQUEST

Telephone No. 334-272-5030

www.genconbd.alabama.gov

Fax No. 334-395-5336

NOTE: Three letters of recommendation from a Registered Architect, Registered Professional Engineer, Other General Contractor or Owner verifying work experience for each job listed below, must be attached for each "type" classification requested. Resumes may be attached. This form may be copied if additional space is needed

NAME	ALABAMA LICENSE NO.
ADDRESS	BID LIMIT
CURRENT LICENSE CLASSIFICATION	
REQUESTED AMENDMENT	

List below a minimum of THREE projects your organization has completed in each classification area(s) you are requesting. Please indicate (*) projects where experience was gained other than through your own organization.

Classification of Work Performed	Location	Year	Owner	Contract Amount	(*) For What Company

The Undersigned hereby represents that the foregoing statements are true to the best of his knowledge, information, and belief.

Date	Print Name	Signature	Title