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, Al  36116
STATE LICENSING BOARD FOR GENERAL CONTRACTORS

QUALIFYING PARTY FORM

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.

TO: APPLICANTS FOR GENERAL CONTRACTORS LICENSE

FROM: CHRISTY EASTERLING-EXAM COORDINATOR

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)
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.

<table>
<thead>
<tr>
<th>NAME</th>
<th>ALABAMA LICENSE NO.</th>
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<tbody>
<tr>
<td>ADDRESS</td>
<td>BID LIMIT</td>
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| 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.

<table>
<thead>
<tr>
<th>Classification of Work Performed</th>
<th>Location</th>
<th>Year</th>
<th>Owner</th>
<th>Contract Amount</th>
<th>(*) For What Company</th>
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The Undersigned hereby represents that the foregoing statements are true to the best of his knowledge, information, and belief.

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<th>Date</th>
<th>Print Name</th>
<th>Signature</th>
<th>Title</th>
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