

SUBCONTRACTOR APPLICATION INSTRUCTIONS

ALABAMA LICENSING BOARD FOR GENERAL CONTRACTORS

JOSEPH C. ROGERS, JR.
EXECUTIVE SECRETARY

2525 FAIRLANE DRIVE
MONTGOMERY, ALABAMA 36116

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

EACH SUBCONTRACTOR PERFORMING WORK OF \$50,000 OR MORE MUST BE LICENSED BY THE ALABAMA LICENSING BOARD FOR GENERAL CONTRACTORS.

APPLICATION INSTRUCTIONS AND INFORMATION

LAWS, RULES & REGULATIONS

Applicants shall become familiar with the provisions and the laws rules and regulations of the Alabama Licensing Board for General Contractors. This information can be obtained by contacting our office or from the agency's website: www.genconbd.alabama.gov.

COMPLETION OF APPLICATION

Please type or print clearly. All questions must be answered and all tables completed (you may write "None" where applicable). Be sure to sign and notarize page 6 and sign page 7 where indicated.

CLASSES OF LICENSE

The Board will classify each applicant and may issue a license certificate for the type(s) of contracts in which they may perform based upon the following criteria:

- (a) Applicant will not be approved or permitted to perform type(s) of work not included in this application.
- (b) Applicant shall state on the application the classification(s) in which they have performed in prior years.

FEES

A \$150 cashier's check or money order made payable to the **Alabama Licensing Board for General Contractors** **must** accompany this application.

******This fee is non-refundable and non-transferable.******

REFERENCES

Applicant must attach a total of **THREE** original letters of reference from **ANY COMBINATION** of the following:

- (1) Licensed General Contractor
- (2) Registered Architect
- (3) Registered Professional Engineer
- (4) Qualified person as declared by the Board

Each reference letter **MUST BE** on the referring company's letterhead **and** include the following information pertaining to a completed project:

- (a) Name of Referring Company
- (b) Date & Location (city, state) of Project.
- (c) Type of Work Performed.
- (d) Name of Project & Amount You Were Paid

****** All letters **MUST** be dated, have printed name of referring party, and have original signatures******

All work referenced must be commercial/industrial work completed in prior years in the classification(s) requested within this application.

(Letters should **NOT** be character references)

PROOF OF EXISTENCE

Please provide a **CURRENT** Print Screen from the Alabama Secretary of State (<https://sos.alabama.gov/government-records/business-entity-records>)

Must be dated in the year in which you are applying.

For corporations, LP, LLP and LLC entities only.

(Not applicable to individuals and general partnerships)

ALABAMA CERTIFICATION CARDS If applicable, please attach copies of certificates/cards that you hold with the appropriate **Alabama State Board**. The following is a sample listing of certificates needed:

Heating, Air Conditioning, & Refrigeration; Plumbers & Gasfitters; Electrical; Onsite Wastewater; Alabama Electronic Security Board; Dept. of Agriculture; Dept. of Environmental Management; Dept. of Labor; Dept. of Insurance Fire Marshal's Office.

****Plumber's Card must be a Master Plumber.****

****Electrical cards must be an Electrical Contractor or Master Electrician.****

******No Local cards/certificates accepted******

NOTICE: *This office should be notified in writing immediately of any change of mailing address or any other pertinent information.*

*All correspondence from this office will be mailed to the last known mailing address on file.
We are not responsible for lost or undeliverable mail.*

OBTAINING YOUR SUBCONTRACTORS LICENSE DOES NOT EXEMPT YOU OR YOUR COMPANY FROM ANY OTHER LAWS, BOARDS OR COMMISSIONS.