

ALABAMA LICENSING BOARD FOR GENERAL CONTRACTORS

JOSEPH C. ROGERS, JR.
EXECUTIVE SECRETARY

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EACH SUBCONTRACTOR PERFORMING WORK OF \$50,000 OR MORE FOR A LICENSED GENERAL CONTRACTOR 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 and schedules must be answered and 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 issue a license certificate for the type(s) of contracts in which he/she may bid based upon the following criteria:

- (a) Applicant will not be approved or permitted to bid on or perform type(s) of work not included in his/her application.
- (b) Applicant shall state on the application the classification(s) he/she has performed prior years.

FEES

A \$150 certified check, 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:

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

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

Each reference letter **MUST BE** on the referring company's letterhead **and** include:

- (a) Name of Referring Company
- (b) Date & Location (city, state) Work Was Performed.
- (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*****

(Letters should NOT be character references)

CERTIFICATE OF EXISTENCE

Please provide a **CURRENT** Certificate of Existence from the Alabama Secretary of State (www.sos.alabama.gov). **Original** certificates **ONLY**. No print screen accepted.

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