

ALABAMA  
GENERAL  
CONTRACTOR  
LICENSE RENEWAL  
YEAR 2000

**Alabama Licensing Board for  
General Contractors  
2000 Renewal Forms and  
Instructions**

Alabama Licensing Board  
for General Contractors  
ATTN: RENEWAL DIVISION  
2525 Fairlane Drive  
Montgomery, AL 36116

Phone: (334) 272-5030  
Fax: (334) 395-5336

## Renewal Instructions

General Contractors' Licenses will be processed for 2000 renewal alphabetically, using the "automobile tag" renewal system. Each license holder must complete the attached renewal application, and return with the \$200 renewal fee (personal/company checks not accepted).

NOTE: all renewal applications/fees are due to the board on December 1, 1999—any not received by December 31, 1999 will expire. A new application is required to reinstate an expired license. Each licensee meeting the December qualification must submit all remaining requirements during your company's "designated" renewal month. Qualifying companies to be processed as follows:

<u>Company names</u> <u>beginning with:</u>	<u>Processing</u> <u>Month:</u>
A or B	Jan 2000
C or D	Feb 2000
E, F or G	March 2000
H, I or J	April 2000
K, L or M	May 2000
N, O, P, Q or R	June 2000
S, T, U, V, W, X, Y or Z	July 2000

*(Each licensee will receive a reminder with further instructions prior to their license processing month)*

### MONTHLY PROCESSING:

Receipt of your renewal application and fee will automatically extend your license. During your company's "designated" license processing month you must complete your license renewal by submitting: (a) Current financial statement information (prepared by an outside CPA and submitted on the Board's forms - balance sheet information prior to December 1, 1998 will not meet the Board's "current" requirement); (b) Proof of Insurance (Standard Accord Form accepted).

### LICENSE BID LIMITS:

A general contractor may submit an updated financial statement booklet for the purpose of increasing his bid limit at anytime during the license year. Licensees meeting the December 1999 deadline for year 2000 renewal will receive an extension of their current bid classification until their designated month. At that time their current financial statement booklet must be submitted.

### CHECK LIST FOR 2000 RENEWAL:

Complete & Sign the enclosed Renewal Form;

Attach \$200 fee (money order, certified or cashier's check);

Return prior to 12/31/99;

Give attached – "Instructions to CPA's" – to the

accountant preparing your financial statement booklet (to be submitted during your designated month).

Complete the renewal process as instructed during your designated processing month.

# 2000 RENEWAL FORM

## INSTRUCTIONS TO CPA'S

Licensee Name (typewritten) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

GC License No: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ E Mail: \_\_\_\_\_

FOR CORPORATIONS ONLY: DATE OF INCORPORATION: \_\_\_\_\_ STATE: \_\_\_\_\_

ARE THERE ANY CHANGES IN THE STYLE, THE NAME, OWNERSHIP, COMPOSITION, OR NATURE OF YOUR BUSINESS? IF "Yes", ATTACH EXPLANATION. YES \_\_\_ NO \_\_\_

HAS ANY INDIVIDUAL, MANAGER, OFFICER, OR MEMBER OF THE EXECUTIVE STAFF PLED GUILTY TO (or been convicted of) ANY BID RIGGING RELATED CHARGE NOT PREVIOUSLY REPORTED TO THIS BOARD? YES \_\_\_ NO \_\_\_

SUBSECTION 34-8-28 OF TITLE 34, CODE OF ALABAMA, 1975 PROVIDES FOR A PORTION OF YOUR RENEWAL FEE TO BE DISTRIBUTED BY THIS BOARD TO INSTITUTIONS OF HIGHER EDUCATION. PLEASE INDICATE THE EDUCATION PROGRAM YOU WISH TO SUPPORT WITH YOUR RENEWAL FEE:  
 BUILDING SCIENCE \_\_\_\_\_ OR CIVIL ENGINEERING \_\_\_\_\_

**THE UNDERSIGNED REPRESENTS THAT THESE ANSWERS ARE CORRECT TO THE BEST OF HIS/HER KNOWLEDGE:**

IF INDIVIDUAL SIGN HERE: \_\_\_\_\_ Date \_\_\_\_\_

IF PARTNERSHIP (or LLC): \_\_\_\_\_ Date \_\_\_\_\_

MEMBER OF FIRM (Signature)

NAME OF FIRM: \_\_\_\_\_

IF CORPORATION (or LLC): \_\_\_\_\_ Date \_\_\_\_\_

OFFICER (Signature)

NAME OF CORPORATION: \_\_\_\_\_

**Deadline for submission: 12/1/99**  
**Licenses not renewed by 12/31/99 WILL EXPIRE**  
**Return this completed form with \$200 fee to:**

Alabama Licensing Board  
 for General Contractors  
 ATTN: RENEWAL DIVISION  
 2525 Fairlane Drive  
 Montgomery, AL 36116

STAPLE CHECK  
 HERE

**MONTHLY PROCESSING:** Your general contractor clients have been instructed to complete and return the one-page 2000 RENEWAL FORM, with their \$200 renewal fee, **prior to the December 31 expiration date.** Each general contractor's license will be processed under the board's newly implemented "by alphabet" system. Your client's financial statement booklet is due during their designated month. Licensees meeting the December 1999 deadline will automatically receive an extension to submit their financial statement book during their designated month. Balance sheets dated December 1, 1998 **forward** will be accepted. Financial statements dated **prior to December 1, 1998 will not meet the board's "current" requirement.**

**LICENSE BID LIMITS:** An updated Confidential Financial Statement Booklet for the purpose of increasing a bid limit may be submitted at any time. Licensees meeting the December 1999 deadline for year 2000 renewal will receive an extension of **their current bid classification** until their designated month. Licensees wishing to submit a booklet to increase their current bid limit should mail the new booklet to their **LICENSE SPECIALIST**, to the attention: **LICENSING DIVISION**. The new bid limit will be entered (and in effect) based upon the date of receipt. Alabama law requires bid limits to be based on (the lesser of) net worth or working capital. Net worth and working capital must be a minimum \$10,000 to qualify for a bid limit. If net worth exceeds working capital (by one or more bid levels) a line of credit may be considered to bring the amount of working capital up to the amount of net worth. Once the bid limit is determined, a personal financial statement (contractor's or majority stockholder's) submitted with Guarantee Agreement (board's form) may be considered to increase the bid limit by one step.

**RENEWAL DIVISION:** A new administrative section of the board's office has been created to process renewals. All Year 2000 Renewal Forms and fees must be forwarded to the board's **RENEWAL DIVISION** prior to December 31. License renewals must be completed and submitted to the RENEWAL DIVISION during each licensee's "designated" license processing month by submitting: (a) Current (12/1/98 forward) financial statement information (submitted on board's form); (b) Proof of Insurance (Standard Accord Form Accepted). **NOTE:** Bid limits entered by the LICENSING DIVISION *prior* to the licensee's "due" month will be noted and processed as "renewal completed".

**LICENSE CERTIFICATES:** General Contractors meeting the December 1999 deadline will receive their license certificate during the month their renewal is completed. Qualifying licenses will be valid January 1—December 31, 2000.

**PLEASE NOTE THE BOARD'S NEW ADDRESS AND TELEPHONE NUMBER**

### 2000 RENEWAL CALENDAR

**DECEMBER 1, 1999 ALL RENEWAL FORMS DUE**  
**LICENSES NOT RENEWED BY 12/31/99 WILL EXPIRE**

**RENEWALS PROCESSED/LICENSE ISSUED:**

COMPANY NAME	RENEWAL COMPLETED
(beginning with):	(processing month):
A or B	JANUARY 2000
C or D	FEBRUARY 2000
E, F, or G	MARCH 2000
H, I or J	APRIL 2000
K, L or M	MAY 2000
N, O, P, Q, or R	JUNE 2000
S, T, U, V, W, X, Y or Z	JULY 2000

### FOR FURTHER INFORMATION:

RENEWAL DIVISION (334) 272-5030  
 Cathy Keranen, Administrator Ext. 224  
 Christy Ealum Ext. 222

LICENSING DIVISION (334) 272-5030  
 Jenny Tillerson, Administrator Ext. 226  
 LICENSE NAME LICENSE  
 BEGINNING WITH: SPECIALIST:  
 A, D, F, P, or T Keranen Ext. 224  
 B, J, K, Q, or S Reynolds Ext. 242  
 C, E, G, I, U, V, W, X, Y or Z Easterling Ext. 243  
 H, L, M, N, O, or R Tillerson Ext. 226