

# ALABAMA LICENSING BOARD FOR GENERAL CONTRACTORS

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## PRIME APPLICATION INSTRUCTIONS AND INFORMATION

A cashier's check or money order in the amount of \$300 (**non-refundable, non-transferable**) made payable to the Alabama Licensing Board for General Contractors **must** accompany this application.

*\*Personal or company checks will be returned.\**

1. **Submission and Review** – Application and fee must be received at least **thirty (30) days prior to a regularly scheduled board meeting**. Board dates are available on the Board's website: <http://genconbd.alabama.gov/Deadlines.aspx>. Changes to meeting dates as well as special or called meetings will be posted on the Board's website.
2. **Completion of Application** – Please type or print clearly in ink. All questions must be answered by applicant and appropriate financials submitted (See #7 of these instructions). Additional information, including supplementary or explanatory notes considered necessary, may be furnished by inserting where needed.
3. **Signatures and Notary** – Be sure that page 9 is signed and notarized and page 10 is signed where applicable.
4. **Insurance** – Proof of current liability insurance must be submitted along with this application. Name of insured must match the name of the applicant listed on this application. **Certificate holder must be listed as:**  
  
***Alabama Licensing Board for General Contractors, 445 Dexter Ave, Suite 3060, Montgomery, AL 36104***
5. **Secretary of State** – All entities, foreign and domestic, are required by the Alabama Secretary of State to register to do business in Alabama ([www.sos.alabama.gov](http://www.sos.alabama.gov) or 334-242-5324). A **Print Screen** of your Entity Details from the Alabama Secretary of State must be submitted with this application. Print Screen must be dated in the year in which you are applying (<https://sos.alabama.gov/government-records/business-entity-records>).  
***(Not applicable to individuals and general partnerships)***
6. **The Qualifying Party Form** – (page 16 of this application) Must be completed with qualifier's information and submitted along with this application (*Tax Id numbers may not be substituted for social security numbers*). You may copy the form if needed for additional qualifiers.
7. **Current Financial Statement** – The Board considers "current financial information" as being no more than one year old at the time of submission. The Board will accept an audited, reviewed, or compiled financial statement, completed in accordance with generally accepted accounting principles, prepared by a Certified Public Accountant or a Licensed Public Accountant approved by the Board. The Alabama Department of Transportation Booklet is also acceptable. **Confidential Financial Statement Booklets or pages thereof used by this office in prior years and cash or tax based financial statements are not acceptable. Deficits are not acceptable.**  
  
**Requirements for Bid Limits** – All applicants must have a minimum net worth and working capital of Ten Thousand Dollars (\$10,000.00). A line of credit from a state or federal charter bank or savings association may be used to increase working capital to the same level of the applicant's net worth once the minimum net worth and working capital requirements are met. Personal financial statements or parent company financial statements may be used to increase an applicant's bid limit by one step once the minimum net worth and working capital requirements are met. When using a parent company financial, no company listed within the financial statement can hold a license with this Board. ***If using a parent company/personal financial statement, the Guaranty Agreement must be downloaded from our website and completed.***

8. **Work Experience** – The work experience section is very important to your application. The Board will review this information to determine your level of experience within each classification requested (see pages 4 - 6 of this application to list Classification(s) requested). **Also include a Principal Individual Questionnaire (page 15) for any/all principal individuals of the applicant requesting to have their experience considered during the approval process.**
  
9. **Work/Job Reference** – Applicant must attach a total of **THREE** reference forms (pages 12 – 14) 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

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

**References must be completed by individuals who have supervised commercial/industrial work completed by the applicant.**
  
10. **Organizational Chart** – An organizational chart must be submitted for the entity making application. Include principal individuals whose experience is being provided for review.
  
11. **A complete application must be on file in our office before anyone can register for an examination.**

**EXAMINATIONS: All applicants are required to obtain a passing score on:**

**Alabama Business and Project Management and/or any Trade Examination(s) as required by the Board.**

**\*It is the applicant’s responsibility to submit passing test scores to the Board\***

**\*Testing eligibility may not be determined until after Board review\***

The administrator of all exams is Psychological Services Inc. (PSI).  
You can reach PSI online at [www.psiexams.com](http://www.psiexams.com) or 855-257-1619

**NOTICE:** This office should be notified immediately in writing 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 for the entity making application. We are not responsible for lost or undeliverable mail.

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

*\*The privilege license required by the State/County is separate from the Board's license to contract as a general contractor.\**

**Reciprocity:** If you have had a license for one (1) calendar year, which is still in good standing, with any of the following Boards, you may qualify for reciprocity: Arkansas, Louisiana, Mississippi or Tennessee General Contractors Board, and North Carolina State Board of Electrical Contractors.

**The Qualifying Party for Alabama must be the same as the Qualifying Party for the reciprocal state.**

**\*\*Applications for Reciprocity must be on file for 30 days, with a completed Out of State License Verification form (page 17 of this application), and meet the requirements of the Board before a license can be issued.**

The General Contractor Licensing Law - Chapter 8 of Title 34 and the Board's Rules and Regulations may be downloaded from our website ([www.genconbd.alabama.gov](http://www.genconbd.alabama.gov)) or obtained from the Board's administrative office in **Montgomery.**

**\*\*It is the applicant's responsibility to ensure that all required information is submitted \*\***  
(Alabama Administrative Rule 230-X-1.33 Applicant's Burden To Supply All Information)