

# SUBCONTRACTOR APPLICATION INSTRUCTIONS

## ALABAMA LICENSING BOARD FOR GENERAL CONTRACTORS

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***EACH SUBCONTRACTOR PERFORMING COMMERCIAL/INDUSTRIAL 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, 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](http://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 5 and sign page 6 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**

- (a) Applicant must attach a total of **THREE** work/job reference forms (pages 9-11) 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
- (b) Also include a Principal Individual Questionnaire (page 12) for each principal individual of the applicant requesting to have their experience considered during the approval process.

***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.***

**PROOF OF EXISTENCE**

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.***

**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 for the applicant. We are not responsible for lost or undeliverable mail.***

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

As a subcontractor, you may not contract directly with a property owner. All contracts must be under a properly licensed General Contractor or another Subcontractor as defined in section 34-8-1 of General Contractor Licensing Law.

<http://alisondb.legislature.state.al.us/alison/codeofalabama/1975/34-8-1.htm>