

# AMENDMENT REQUEST APPLICATION

## INSTRUCTIONS

### **(Only ONE Classification per Amendment Request)**

The following criteria must be met for review to amend your license classification.

1. The applicant must be currently licensed and in good standing (no open violations on record) with the Board.
2. List a minimum of three (3) commercial/industrial projects successfully completed by the applicant in prior years (with their own forces) specifically in the classification requested. If you wish to add multiple classifications to your license, please submit an Amendment Request Form for **EACH** classification requested.
3. Submit three (3) work/job reference forms (pages 4 – 6) from any combination of the following:
  - Licensed General Contractor**
  - Registered Architect**
  - Registered Professional Engineer**
  - Qualified Person as Determined by the Board**

The work/job reference forms must verify work experience for each job listed. The forms shall include:

- Date and location of project**
- Type of work performed**
- Entity for Whom Work Was Performed**
- Amount of contract**

**\*\*\*This is not a character reference\*\*\***

4. The applicant must have a sufficient bid limit and equipment holdings to successfully complete contracts under the requested classification.
5. EXAMINATION:
  - a) **Applicant must successfully pass all examination(s) for classification(s) requested.**
  - b) **Additional work/job reference forms will be required where there is no technical written examination. References submitted with the initial amendment request cannot be used.**
  - c) **Certification Cards from other Alabama licensing agencies may be required.**

A specialty classification under the requested major classification may be approved when an applicant is unable to meet all review criteria. This provides the applicant the ability to successfully complete and document projects for further consideration and Board review.

**\*\*AMENDMENT REQUESTS MUST BE SUBMITTED NO LESS THAN 10 DAYS PRIOR TO A BOARD MEETING\*\***

<http://genconbd.alabama.gov/Deadlines.aspx>

Submit the Amendment Request Application along with the Qualifying Party Form to the following address:

**Alabama Licensing Board for General Contractors, 445 Dexter Ave, Suite 3060, Montgomery, AL 36104**

# ALABAMA LICENSING BOARD FOR GENERAL CONTRACTORS

## CLASSIFICATION AMENDMENT REQUEST

**Telephone: 334-272-5030**     [www.genconbd.alabama.gov](http://www.genconbd.alabama.gov)

- NOTES: 1.** **Three** work/job reference forms, from a Registered Architect, Registered Professional Engineer, Other Licensed General Contractor, or Qualified Person as Determined by the Board, verifying work experience for each job listed below, must be attached for the “type” of classification requested.
- 2.**
- a) Applicant must successfully pass all examination(s) for classification(s) requested.
  - b) Additional reference forms will be required where there is no technical written examination. References submitted with the initial amendment request cannot be used.
  - c) Certification Cards from other Alabama licensing agencies may be required.

<b>Name:</b>	<b>Alabama License No.:</b>
<b>Address:</b>	<b>Bid Limit:</b>
<b>Current License Classification:</b>	
<b>Requested Classification:</b>	

List below a minimum of **THREE** commercial/industrial projects your organization has completed in the classification you are requesting. Please indicate (\*) projects where experience was gained under a company other than entity listed above.

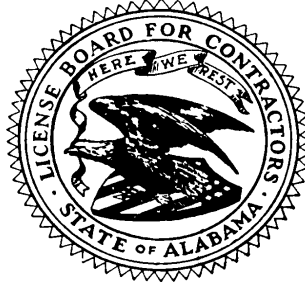
Classification of Work Performed	Location (City, State)	Year	Owner	Contract Amount	(*) For What Company

*The Undersigned hereby represents that the foregoing statements are true to the best of their knowledge, information, and belief.*

<b>Date</b>	<b>Print Name</b>	<b>Signature</b>	<b>Title</b>

# ALABAMA LICENSING BOARD FOR GENERAL CONTRACTORS

## QUALIFYING PARTY FORM



[www.genconbd.alabama.gov](http://www.genconbd.alabama.gov)

TIFFANY LOVELESS  
EXECUTIVE DIRECTOR

445 DEXTER AVE, SUITE 3060  
MONTGOMERY, AL 36104

TELEPHONE NO: 334-272-5030

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Amendment Request applicants may be required to take *Trade Examination(s)* as determined by the Board.

Examinations are administered by PSI (Psychological Services Inc). This completed form must accompany your Amendment Request.

Should you have any questions, please feel free to contact our office at (334) 272-5030.

Companies may have multiple qualifiers. If your company has multiple qualifiers, please submit a qualifying party form for **EACH** qualifier. The same email address cannot be used for multiple qualifiers.

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Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Phone No: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Qualifiers Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Middle Initial: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Email: \_\_\_\_\_

(if qualifier does not have email address – use company email address)

**ALABAMA LICENSING BOARD FOR GENERAL CONTRACTORS**

445 DEXTER AVE, SUITE 3060, MONTGOMERY, AL 36104

P: 334-272-5030

**Commercial or Industrial Work/Job Reference**

Name of Company Making Application \_\_\_\_\_

Applicant Contact Name \_\_\_\_\_

Applicant Address \_\_\_\_\_

**TO THE VERIFYING PERSON/ENTITY:** THE ABOVE IS SUBMITTING AN AMENDMENT TO AMEND THEIR LICENSE IN THE STATE OF ALABAMA. THE INFORMATION REQUESTED IS INTENDED ONLY FOR THE USE OF OFFICIALS OF THE ALABAMA LICENSING BOARD FOR GENERAL CONTRACTORS.

PLEASE COMPLETE AT LEAST ONE LINE ON THE FOLLOWING WORK VERIFICATION TABLE BASED UPON YOUR PERSONAL KNOWLEDGE (COMPLETED CONTRACTS UNDER YOUR PERSONAL SUPERVISION OR FOR YOU PERSONALLY)

Entity for Whom Work Was Performed	Amount Of Contract	Work Performed (Type of Construction)	Date Work Completed	Location of Project
1.				
2.				
3.				
4.				

❖ WAS PERFORMANCE OF THE ABOVE REFERENCED CONSTRUCTION SATISFACTORY AND IN ACCORDANCE WITH THE TERMS OF THE CONTRACT(S)? YES  NO

COMMENT: \_\_\_\_\_

❖ INsofar AS YOU KNOW, HAS THE CONTRACTOR EVER FAILED TO QUALIFY AS A RESPONSIBLE BIDDER? YES  NO

❖ WHAT IS YOUR BUSINESS OPINION OF THE ABOVE? GOOD  FAIR  POOR

COMMENT \_\_\_\_\_

❖ PLEASE PROVIDE THE ROLE THE APPLICANT PLAYED IN THE ABOVE REFERENCED PROJECT(S):

COMMENT \_\_\_\_\_

**PERSON/ENTITY COMPLETING WORK/JOB REFERENCE INFORMATION**

**NOTE:** THE FOREGOING IS MY BEST OPINION, AND GIVEN AS SUCH, AS A MATTER OF COURTESY AND FOR WHICH NO RESPONSIBILITY, IN ANY WAY, IS ATTACHED TO THE WRITER, THIS FIRM OR ANY OF ITS OFFICERS

\_\_\_\_\_  
Date Signature License/Registration Number (if applicable) State of Issuance (if applicable)

\_\_\_\_\_  
Contact Number Printed Name Company Name (if applicable)

\_\_\_\_\_  
Address Email Address

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❖ **WAS PERFORMANCE OF THE ABOVE REFERENCED CONSTRUCTION SATISFACTORY AND IN ACCORDANCE WITH THE TERMS OF THE CONTRACT(S)?** YES  NO

COMMENT: \_\_\_\_\_

❖ **INSOFAR AS YOU KNOW, HAS THE CONTRACTOR EVER FAILED TO QUALIFY AS A RESPONSIBLE BIDDER?** YES  NO

❖ **WHAT IS YOUR BUSINESS OPINION OF THE ABOVE?** GOOD  FAIR  POOR

COMMENT: \_\_\_\_\_

❖ **PLEASE PROVIDE THE ROLE THE APPLICANT PLAYED IN THE ABOVE REFERENCED PROJECT(S):**

COMMENT: \_\_\_\_\_

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