



HOME BUILDERS LICENSURE BOARD

www.hblb.alabama.gov

P.O. Box 303605 • Montgomery, Alabama 36130-3605 / Overnight Delivery: 445 Herron Street • Montgomery, Alabama 36104 Telephone (334) 242-2230 / Facsimile (334) 263-1397

NEW LIMITED LICENSE APPLICATION (CORPORATIONS, PARTNERSHIPS & LIMITED LIABILITY COMPANIES)

OFFICE USE ONLY (Date Stamp) Check No. Amount Paid

INSTRUCTIONS: Please type or print in ink all information. Do not send copies or facsimile transmissions. ALL QUESTIONS IN EVERY SECTION MUST BE ANSWERED COMPLETELY. Use additional sheets if necessary. Make check, cashier's check, certified check, or money order for \$350.00 (\$250.00 license fee plus \$100.00 non-refundable new license application processing fee) payable to the Home Builders Licensure Board. The Board does not accept cash or payments by credit card. All fees must be paid before the application will be processed.

NOTICE:

- 1) Submitting false information for the purpose of obtaining a license is a criminal offense and grounds for license denial. 2) A corporation, partnership, or limited liability company license allows you to engage in residential construction only in the name of the company granted the license. 3) Partners, officers, members, or managers desiring a license should apply for an individual license.

Yes No I have read and understood the above statements.

SECTION 1:

Please designate appropriate business form: Corporation Partnership Limited Partnership LLC

Business Name

List any and all business names/trade names you plan to use to perform residential construction or remodeling:

Federal Tax Employer ID Number State Tax ID Number

Street Address

City County State Zip

Mailing Address

City County State Zip

Business Phone Cellular Phone

Fax E-mail Address

If the applicant is a limited partnership or LLC, when and where was the agreement filed?

Date County State

If the applicant is a corporation, when and where was it incorporated?

Date County State

Where is the principal office of the business?

Street Address

City State Zip

If the applicant is a corporation, limited partnership or LLC, is it in good standing with the Alabama Department of Revenue?

If YES, provide a copy of the Certificate of Compliance issued by the Alabama Department of Revenue.

If the applicant is a foreign (out-of-state) corporation, limited partnership or LLC, has it received the Certificate of Authority issued by the Secretary of State's office to transact business in Alabama?

If YES, provide a copy of the Certificate of Authority issued by the Secretary of State of Alabama.

(Continued on page 2)

Revised 10/18

## SECTION 2: DESIGNATED QUALIFYING REPRESENTATIVE

You must provide the following information for the general partner, officer, member, or manager who will serve as the designated qualifying representative.

Name \_\_\_\_\_ Social Security# \_\_\_\_\_  
*(Disclosure mandatory under the Alabama Child Support Reform Act of 1997, Act 97-447, Ala. Code § 30-3-194 (1975) to be used for the purposes described therein.)*

Address \_\_\_\_\_ Years with Company \_\_\_\_\_

- 1) Does the designated qualifying representative currently hold an individual home builders license or serve as a designated qualifying representative of a corporation, partnership, or limited liability company licensed by this agency? .....Yes No

If "YES", list name \_\_\_\_\_ and file number \_\_\_\_\_

- 2) Does the designated qualifying representative currently hold an individual home builders license or serve as a designated qualifying representative of a corporation, partnership, or limited liability company licensed by any other state?.....Yes No

If "YES," attach a copy of license.

- 3) Is the applicant a corporation? Yes No

If "YES", is the designated qualifying representative an officer of the corporation? Yes No

If "YES", attach a signed notarized copy of the minutes showing the office held by the designated qualifying representative.

- 4) Is the applicant a partnership/limited partnership? Yes No

If "YES", is the designated qualifying representative a general partner? Yes No

If "YES", attach a notarized affidavit from the designated qualifying representative affirming that he or she is a general partner.

- 5) Is the applicant a limited liability company (LLC)? Yes No

If "YES", complete the following:

- a) Is the LLC member-managed? Yes No

If "YES", is the designated qualifying representative a member? Yes No

If "YES", attach a copy of the signed notarized minutes showing the designated qualifying representative as a member.

- b) Is the LLC manager-managed? Yes No

If "YES", is the designated qualifying representative a manager? Yes No

If "YES", attach a copy of the signed notarized minutes showing the designated qualifying representative as a manager.

## SECTION 3:

IF YOU ANSWER "YES" TO ANY OF THE FOLLOWING QUESTIONS, YOU MUST PROVIDE THE REQUESTED DOCUMENTATION AND A FULL EXPLANATION ON A SEPARATE SHEET OF PAPER.

- Yes  No 1. Within the past 7 years, has any partner, officer, member, or manager of this company pled guilty or nolo contendere or been convicted of a felony?

- Yes  No 2. Within the past 7 years, was this company, or any partner, officer, member, or manager or any entity of which this company is a successor, declared or placed in bankruptcy?

If "YES," indicate in the full explanation whether the bankruptcy was filed under Chapter 7, 11 or 13 of the U.S. Bankruptcy Code.

If the bankruptcy was filed under Chapter 13, provide a schedule of creditors, a payment plan and a history of payments. If the bankruptcy was filed under Chapter 11, provide a reorganization plan.

If the bankruptcy was filed under Chapter 7, provide a schedule of creditors.

If the bankruptcy has been discharged, provide a copy of the discharge order.

**SECTION 3:** *(continued from Page 2)*

- Yes  No 3. Within the past 7 years, did this company, or any partner, officer, member, or manager or any entity of which this company is a successor, have any professional or business license revoked or suspended in Alabama or any other state, or have an application for any professional or business license denied in Alabama or any other state?  
If "YES," provide a copy of the revocation, suspension, or denial order with your written explanation.
- Yes  No 4. Does the applicant, or the applicant's designated qualifying representative, either individually or as the designated qualifying representative of any other entity, have any outstanding disciplinary actions before this Board?  
If "YES", provide the name of the homeowner involved: \_\_\_\_\_
- Yes  No 5. Are there any liens for labor or materials filed on any of the work performed by this company, or any partner, officer, member, or manager or any entity of which this company is a successor?  
If "YES," provide a copy of the lien filing, and the release of lien if the lien has been released, with your explanation.
- Yes  No 6. Within the past 7 years, has this company, or any partner, officer, member, or manager of this company, been identified by the Board as an unlicensed builder?

**SECTION 4: EXPERIENCE AND ABILITY**

The Designated Qualifying Representative must **affirm and provide** the following to satisfy the experience and ability requirements for licensure:

I currently hold or held, on or before one (1) year prior to the date this application was submitted, a business or occupational license as a contractor issued by a municipality, township, or county in this state.

Yes  No **I have read and understood the above statement.**

*Attach a copy of the business or occupational contractor's license issued to you by a municipality, township, or county in this state.*

**SECTION 5: BUSINESS-RELATED FINANCIAL INFORMATION**

A credit report on the entity, including a public records search, must be submitted directly to the Board from a credit reporting agency. Any entity whose application is pending for more than 90 days may be required to file an updated credit report.

\* Disclosure of Social Security Number for the purpose of obtaining business-related financial and credit information and public records search is voluntary. Disclosure requested under *Ala. Code § 34-14A-7(a)(4)*.

**SECTION 6: CITIZENS AND ALIENS LAWFULLY PRESENT**

This section to be completed in compliance with *Ala. Code* § 34-14A-7 and *Ala. Code* § 31-13-7,29, which provides that an alien’s lawful presence in the United States may be verified through SAVE. This section must be completed by the designated qualifying representative. **This application will not be processed until the requested documentation is received by the Board.**

Yes No **1. Are you a citizen of the United States?**

If “YES,” please read the declaration below, sign, and provide a legible copy of any one of the documents listed below. If “NO,” see question 2, below.

- 1) Driver’s License or Nondriver’s Identification Card
- 2) Birth Certificate
- 3) Pertinent pages of a valid or expired United States passport (must identify person and show passport number)
- 4) United States naturalization documents or the number of the certificate of naturalization
- 5) Other documents or methods of proof of United States citizenship issued by the federal government pursuant to the Immigration and Nationality Act of 1952, as amended.
- 6) Bureau of Indian Affairs card number, tribal treaty card number, or tribal enrollment number
- 7) Consular report of birth abroad of a citizen of the United States of America
- 8) Certificate of citizenship issued by the United States Citizenship and Immigration Services
- 9) Certification of report of birth issued by the United States Department of State
- 10) American Indian Card with KIC classification, issued by the United States Department of Homeland Security
- 11) Final adoption decree showing the person’s name and United States birthplace
- 12) Official United States military record of service showing the applicant’s place of birth in the United States
- 13) An extract from a United States hospital record of birth created at the time of the person’s birth indicating the place of birth in the United States
- 14) AL-verify
- 15) Valid Uniformed Services Privileges and Identification Card
- 16) Any other form of identification that the Alabama Department of Revenue authorizes . . . to be used to demonstrate or confirm a person’s United States citizenship or lawful presence in the United states, provided that the identification requires proof of lawful presence in the United States as a condition of issuance.

***I hereby declare that I am a citizen of the United States of America.***

**I sign this declaration under penalties of perjury;** making a false, fictitious, or fraudulent statement or representation in this declaration is perjury in the second degree pursuant to *Ala. Code* § 13A-10-102.

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Signature of Applicant

Yes No **2. If you are not a citizen of the United States, are you an alien who is lawfully present in the United States?**

If “YES,” please read the declaration below, sign, and provide a legible copy of any one of the documents listed below.

- 1) Valid, unexpired Alabama driver’s license
- 2) Valid, unexpired Alabama nondriver identification card
- 3) Valid tribal enrollment card or other form of tribal identification bearing a photograph or other biometric identifier
- 4) Any valid United States federal or state government issued identification document bearing a photograph or other biometric identifier, including a valid Uniformed Services Privileges and Identification Card if issued by an entity that requires proof of lawful presence in the United States before issuance
- 5) Foreign passport with an unexpired United States Visa and a corresponding stamp or notation by the United States Department of Homeland Security indicating the bearer’s admission to the United States
- 6) Foreign passport issued by a visa waiver country with the corresponding entry stamp and unexpired duration of stay annotation or an I-94W form by the United States Department of Homeland Security indicating the bearer’s admission to the United States

***I hereby declare that I am an alien lawfully present in the United States of America***

**I sign this declaration under penalties of perjury;** making a false, fictitious, or fraudulent statement or representation in this declaration is perjury in the second degree pursuant to *Ala. Code* § 13A-10-102.

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Signature of Applicant

*(Continued on page 5)*

**NOTICE: BOTH SECTIONS 7 AND 8 MUST BE SIGNED AND NOTARIZED.**

**SECTION 7: OATH AND RELEASE FOR DESIGNATED QUALIFYING REPRESENTATIVE (DQR)**

I solemnly swear or affirm that I am the person referred to in this application; that the information provided and the statements made herein and on the attachments hereto are accurate, complete, and true to the best of my knowledge; and further, that if the Home Builders Licensure Board recognizes me as a qualifying representative, I shall abide by all laws relating to residential home builders and the rules adopted by the Board.

Yes  No **I have read and understood the above statement.**

I hereby authorize any individual, company, or institution with whom the applicant has been associated to release to the Home Builders Licensure Board all information and records as are necessary to verify or contradict the information provided in this application.

Yes  No **I have read and understood the above statement**

\_\_\_\_\_  
Printed Name of Designated Qualifying Representative [DQR] (Must be a General Partner, Officer, Member, or Manager)

\_\_\_\_\_  
Signature of Designated Qualifying Representative [DQR] (Must be a General Partner, Officer, Member, or Manager)

Its: \_\_\_\_\_

Position Held

County of \_\_\_\_\_ )

State of \_\_\_\_\_ )

Signed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ (Notarial Seal)  
(Month) (Year)

Signature – Notary Public \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**SECTION 8: OATH AND RELEASE FOR CORPORATIONS, PARTNERSHIPS, OR LIMITED LIABILITY COMPANIES**

I solemnly swear or affirm that I am authorized to execute this application on behalf of the applicant; that I have actual knowledge of the statements made herein and on the attachments hereto and that such statements are accurate, complete, and true to the best of my knowledge; and further, that if the applicant is granted a license by the Home Builders Licensure Board, I shall use my best efforts to ensure that the applicant abides by all laws relating to residential home builders and the rules adopted by the Board.

I hereby authorize any individual, company, or institution with whom the applicant has been associated to release to the Home Builders Licensure Board all information and records as are necessary to verify or contradict the information provided in this application.

\_\_\_\_\_  
Printed Name of Authorized General Partner, Officer, Member, or Manager

\_\_\_\_\_  
Signature of Authorized General Partner, Officer, Member, or Manager

Its: \_\_\_\_\_

Position Held

County of \_\_\_\_\_ )

State of \_\_\_\_\_ )

Signed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ (Notarial Seal)  
(Month) (Year)

Signature – Notary Public \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**NOTICE: BOTH SECTIONS 7 AND 8 MUST BE SIGNED AND NOTARIZED.**