



## LICENSE REQUIREMENTS

### What is an Inactive License and Who May Hold an Inactive License?

A licensee, holding a current and active license, may place their license on inactive status by submitting an inactive license application and paying a \$125.00 annual inactive license fee. A building official or building inspector may receive an inactive license by submitting an inactive license application and providing verification of employment and proof of current approved S.B.C.C.I. or I.C.C. certification. An inactive license DOES NOT allow the licensee to engage in residential construction. However, the inactive license allows the licensee to retain their status as having met the Board's experience and ability requirements with a reduced annual license fee and without ordering a credit report. If a licensee holding an inactive license desires to hold an active license, they may rely on the inactive license as evidence that they meet the Board's experience and ability requirements.

## INSTRUCTIONS

### 1. APPLICATION

All applicants for an inactive license must file an accurate, complete and notarized application for an inactive license with the Board.

### 2. ANNUAL FEES

The annual inactive license fee is \$125.00. Please make checks payable to the Home Builders Licensure Board. For all new applications, the Board accepts personal or company checks, cashier's checks, certified checks, or money orders. The Board does not accept cash or payments made by credit card for new applications.

**All fees must be paid before the application is processed.** Upon written request, fees will be refunded in the event an application is rejected or denied. Building officials and building inspectors are not required to pay the annual inactive license fee.

### 3. EXPERIENCE AND ABILITY REQUIREMENTS

Applicants for an inactive license will not be required to pass a written examination testing experience and ability prior to licensure. However, building officials and building inspectors must provide verification of employment and proof of current, approved S.B.C.C.I. or I.C.C. certifications listed on the application.

## APPLICATION CHECKLIST

- Application completed, signed and notarized.  
(Corporation, partnership and limited liability company applications must have signatures notarized in both Sections 3 and 4.)
- Fee of \$125.00 made payable to Home Builders Licensure Board enclosed.
- Attach verification of employment and current, approved S.B.C.C.I. or I.C.C. certification as listed on the application if building official and building inspector.

# INACTIVE LICENSE APPLICATION

## (INDIVIDUALS AND BUILDING OFFICIALS)

**OFFICE USE ONLY**

(Date Stamp) \_\_\_\_\_

Check No. \_\_\_\_\_

Amount Paid \_\_\_\_\_

(No charge for building official)

**INSTRUCTIONS:** Please type or print in ink all information. Copies or facsimile transmissions will not be accepted. All questions must be answered completely. Make check, cashier's check, certified check, or money order for \$125.00 payable to the Home Builders Licensure Board. **Your fee must be paid before your application is processed.** Building officials are exempt from paying the fee.

**NOTICE:** 1) Holding an inactive license does not allow you to engage in any residential construction activity for which a license is required. 2) Your inactive license application must be filed prior to the date your current license expires. Inactive licenses must be renewed annually.

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

**SECTION 1:**

Name \_\_\_\_\_ License File Number \_\_\_\_\_

Social Security No. \_\_\_\_\_

[Disclosure mandatory under the Alabama Child Support Reform Act of 1997, Act 97-447, Alabama Code Section 30-3-194 (1975) to be used for the purposes described therein.]

Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ Business Phone (\_\_\_\_\_) \_\_\_\_\_

Cellular Phone (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

E-mail Address \_\_\_\_\_

Do you, or any entity of which you are the designated qualifying representative, have any outstanding disciplinary actions before this Board? .....  Yes  No

If yes, provide the name of the homeowner involved: \_\_\_\_\_

**SECTION 2: BUILDING OFFICIALS (To be completed by Building Officials only. You must mark either A or B.)**

I am a Building Official or Building Inspector.

I am an employee of \_\_\_\_\_ jurisdiction.

**ATTACH PROOF OF EMPLOYMENT AS A BUILDING OFFICIAL OR BUILDING INSPECTOR.**

By virtue of employment, I am exempt or prohibited from holding a license;

— AND —

- A** I currently hold the following S.B.C.C.I. or I.C.C. certification: **ATTACH A COPY OF CERTIFICATE.**
- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Certified/Chief Building Official | <input type="checkbox"/> Residential Building Inspector             | <input type="checkbox"/> Building Plans Examiner |
| <input type="checkbox"/> Building Inspector                | <input type="checkbox"/> Property Maintenance and Housing Inspector | <input type="checkbox"/> Design Professional     |
| <input type="checkbox"/> Deputy Building Official          | <input type="checkbox"/> Housing Inspector                          | <input type="checkbox"/> Plan Reviewer           |

— OR —

- B** I do not maintain any of the above certifications. I hereby request to submit evidence to the Board to demonstrate that I possess sufficient building qualifications and experience to receive a license.

**SECTION 3: OATH AND RELEASE FOR INDIVIDUALS**

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; that the information provided and statements made on all applications continue to be accurate, complete, and true to the best of my knowledge, except as otherwise reported on this application; and further, that if granted an inactive license by the Home Builders Licensure Board, 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 statements.**

I hereby authorize any individual, company, or institution with whom I have 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 statements.**

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

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

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

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

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

\_\_\_\_\_  
Signature – Notary Public

(Notarial Seal)

My Commission Expires:



INACTIVE LICENSE APPLICATION
(CORPORATIONS, PARTNERSHIPS AND LIMITED LIABILITY COMPANIES)

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

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

INSTRUCTIONS: Please type or print in ink all information. Copies or facsimile transmissions will not be accepted. All questions must be answered completely. The annual inactive license fee is \$125.00. Make check, cashier's check, certified check, or money order payable to the Home Builders Licensure Board. Your fee must be paid before your application is processed.

NOTICE: 1) Holding an inactive license does not allow you to engage in any residential construction activity for which a license is required. 2) Your inactive license application must be filed prior to the date your current license expires. Inactive licenses must be renewed annually.

[ ] Yes [ ] No I have read and understood the above statements.

SECTION 1:

Business Name License File Number

Mailing Address

City County State Zip

Designated Qualifying Representative's Name

Social Security Number of Designated Qualifying Representative (DQR) Provide Last 4 Digits: XXX - XX -
[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.]

Do you, or any entity of which you are the designated qualifying representative, have any outstanding disciplinary actions before this Board? [ ] Yes [ ] No

If "YES," provide the name of the homeowner involved:

NOTICE: BOTH SECTIONS 2 AND 3 MUST BE SIGNED AND NOTARIZED.

SECTION 2: 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 statements made herein and on the attachments hereto are accurate, complete, and true to the best of my knowledge; that the information provided and statements made on all applications for the applicant named herein and for which I have been the qualifying representative continue to be accurate, complete, and true to the best of my knowledge, except as otherwise reported on this renewal application; 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 solemnly swear or affirm that I continue to meet the requirements to serve as the qualifying representative, including but not limited to occupying the required position within the corporation, partnership, or limited liability company.

[ ] Yes [ ] No I have read and understood the above statement.

