

**EXPIRED INACTIVE LICENSE APPLICATION  
(INDIVIDUALS and BUILDING OFFICIALS)**

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 \_\_\_\_\_  
(No charge for building official)

**INSTRUCTIONS:** Please type or print in ink all information. **You must submit the original application - no copies will be accepted.** All questions on the front and back of this application must be answered completely. Use additional sheets if necessary. The annual inactive license fee is \$125.00 plus \$50.00 late fee for an expired license. Make check, cashier's check, certified check, or money order for \$175.00 payable to the Home Builders Licensure Board. **All fees must be paid before your application can be processed.** Building officials are exempt from the inactive license fee and the late 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: APPLICANT INFORMATION**

Name \_\_\_\_\_

License File Number \_\_\_\_\_ Year License Expired \_\_\_\_\_

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 (\_\_\_\_\_) \_\_\_\_\_ 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: \_\_\_\_\_

Since this license was last placed on inactive status, have you, or any company of which you were either a partner, officer, member, or manager, been identified by this Board as an unlicensed builder? .....  Yes    No

**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 the 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 statement.**

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 statement.**

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Printed Name of Applicant

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Signature of Applicant