



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. **Please submit the original application - no copies will be accepted.**

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.)**
- Check, cashier's check, certified check, or money order in the amount of \$125.00 made payable to Home Builders Licensure Board enclosed. No cash payments or credit cards accepted.
- 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.
- Attach proof of citizenship if a building official or building inspector.