



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.

INACTIVE LICENSE APPLICATION

(INDIVIDUALS AND BUILDING OFFICIALS)

(Date Stamp)	OFFICE USE ONLY	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: APPLICANT INFORMATION

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: 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.**

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

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

SECTION 4: 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

(Date Stamp)	OFFICE USE ONLY	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: APPLICANT INFORMATION

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.**

