



2021 LICENSE RENEWAL INSTRUCTIONS

2021 LICENSE RENEWAL

All homebuilders licenses must be renewed annually (Ala. Code § 34-14A-5).

Renewal applications are due by November 30, 2020. Renewal applications postmarked* after the November 30, 2020, deadline will be classified as LATE and applicants will be required to pay a \$50.00 late fee.

All 2020 licenses expire December 31, 2020. Renewal applications postmarked after December 31, 2020, will be returned to the applicant. The applicant will be required to file an expired license application and pay \$600.00 (\$250.00 annual license fee and \$350.00 non-refundable application processing fee for applicants holding an expired license) in order to receive a 2021 license.

**The term “postmarked” means postmarked by the U.S. Postal Service, not metered.*

APPLICATIONS: All renewal applicants must file an accurate and complete application, including payment of the required fees, by December 31, 2020. **Incomplete applications will be returned to the applicant.** If the corrected application is postmarked after November 30, 2020, the applicant must pay a \$50.00 late fee. Verify all the information in the box on the front of the application for accuracy. Changes of address, telephone number, or fax number should be made in the space provided.

CORPORATE APPLICANTS: In addition to the information above, corporate applications must be signed in **BOTH SECTIONS 3 AND 4**. All applications not signed in both sections will be returned to the applicant as incomplete. If the corrected application is postmarked after November 30, 2020, the applicant must pay a \$50.00 late fee. If the business has changed (i.e., change in designated qualifying representative or change from individual to corporate license), a different form must be completed. Contact the Licensure Division for assistance.

BUSINESS-RELATED FINANCIAL REQUIREMENTS: All applicants must order a business-related credit report including a public records search to be submitted directly to the Board by a credit reporting agency. You may use the enclosed order form.

ANNUAL FEE: \$250.00, payable to the Home Builders Licensure Board. **All fees must be paid before a renewal application will be processed.** The Board accepts personal or company checks, cashier’s checks, certified checks, or money orders for all applications. Applicants may pay with credit or debit card only if submitting an online application. The Board does not accept cash. Fees will not be accepted unless accompanied by an accurate and complete application.

LATE FEE: A \$50.00 late fee must accompany all license renewal applications postmarked after November 30, 2020.

NON-REFUNDABLE EXPIRED LICENSE APPLICATION PROCESSING FEE: Renewal applications postmarked after December 31, 2020, will be returned to the applicant with an expired license application. A \$350.00 fee will be charged **in addition** to the \$250.00 annual license fee, and must accompany the expired license application submitted by an applicant holding an expired license less than three years old who desires to reactivate the expired license.

INACTIVE LICENSE: If you do not anticipate performing residential construction totaling more than \$10,000 on a single job in 2021, contact the Licensure Division at 800-304-0853 and request an Inactive License application. The annual license fee for an Inactive License is \$125.00. These inactive license applications will be available on our website.

RENEWAL CHECKLIST: Be sure you have:

- COMPLETED AND SIGNED APPLICATION. (CORPORATION, PARTNERSHIP AND LIMITED LIABILITY COMPANY RENEWALS MUST BE SIGNED IN BOTH SECTIONS 3 AND 4.)
- Included annual license fee of \$250.00. (Payable to the Home Builders Licensure Board)
- Completed and mailed credit report order form to the credit bureau, along with \$35.00 fee.
- Mailed application prior to **November 30, 2020, deadline.**
- Included \$50.00 late fee if application mailed after November 30, 2020.
- Applications will be processed when **all required documentation** has been received.

To avoid a late fee, all applications must be postmarked on or before November 30, 2020.