



HOME BUILDERS LICENSURE BOARD

www.hblb.alabama.gov

NEW ROOFERS LICENSE APPLICATION (CORPORATIONS, PARTNERSHIPS & 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. Do not send copies or facsimile transmissions. ALL QUESTIONS IN EVERY SECTION MUST BE ANSWERED COMPLETELY. Use additional sheets if necessary. Make check, cashier's check, certified check, or money order for \$250.00 (\$150.00 license fee plus \$100.00 non-refundable new license application processing fee) payable to the Home Builders Licensure Board. The Board does not accept cash or payments by credit card. All fees must be paid before the application will be processed.

NOTICE: 1) Submitting false information for the purpose of obtaining a license is a criminal offense and grounds for license denial. 2) A corporation, partnership, or limited liability company license allows you to engage in residential construction only in the name of the company granted the license. 3) Partners, officers, members, or managers desiring a license should apply for an individual license.

Yes No I have read and understood the above statements.

SECTION 1: APPLICANT INFORMATION

Please designate appropriate business form: Corporation Partnership Limited Partnership LLC

Business Name _____

Federal Tax Employer ID Number _____ State Tax ID Number _____

Mailing Address _____

City _____ County _____ State _____ Zip _____

Business Phone (_____) _____ Cellular Phone (_____) _____

Fax _____ E-mail Address _____

Physical Address _____

City _____ County _____ State _____ Zip _____

Principal Office Address _____

City _____ State _____ Zip _____

If the applicant is a limited partnership or LLC, when and where was the agreement filed? Date _____ County _____ State _____

If the applicant is a corporation, when and where was it incorporated? Date _____ County _____ State _____

Yes No If the applicant is a corporation, limited partnership or LLC, is it in good standing with the Alabama Department of Revenue?

If "YES," provide a copy of the Certificate of Compliance issued by the Alabama Department of Revenue.

Yes No If the applicant is a foreign (out-of-state) corporation, limited partnership or LLC, has it received the Certificate of Authority issued by the Secretary of State's office to transact business in Alabama?

If "YES," provide a copy of the Certificate of Authority issued by the Secretary of State of Alabama.

List any and all business names/trade names you plan to use to perform residential roofing activity:



If you plan to conduct residential construction as any other corporation, partnership or limited liability company (LLC) in addition to the business named on this application, you must contact the licensure division for further instruction.

SECTION 2: DESIGNATED QUALIFYING REPRESENTATIVE

You must provide the following information for the general partner, officer, member, or manager who will serve as the designated qualifying representative.

Name _____

Social Security# _____ Years with Company _____

(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.)

Mailing Address _____

City _____ County _____ State _____ Zip _____

Cellular Phone (_____) _____ Email Address: _____

1. Does the individual listed above currently hold an individual home builders license or serve as a designated qualifying representative of a corporation, partnership, or limited liability company licensed by this agency? If "YES", list name _____ and file number _____

2. Does the individual listed above currently hold an individual home builders license or serve as a designated qualifying representative of a corporation, partnership, or limited liability company licensed by this or any other state? If "YES", attach a copy of the license.

3. Is the applicant a corporation? If "YES", is the individual listed above an officer of the corporation? If "YES", attach a signed notarized copy of the minutes listing the individual as an officer (president, secretary, etc.)

4. Is the applicant a partnership/limited partnership? If "YES", is the individual listed above a general partner? If "YES", attach a signed notarized affidavit from the individual listed above affirming that he or she is a general partner.

5. Is the applicant a limited liability company (LLC)? If "YES", complete the following: a) Is the LLC managed solely by its members (this includes a sole member LLC)? If "YES", is the individual listed above a member? If "YES", attach a signed notarized copy of the minutes listing the individual as a member.

OR

b) Is the LLC managed solely by one or more managers? If "YES", is the individual listed above a manager? If "YES", attach a signed notarized copy of the minutes listing the individual as a manager.

SECTION 3: APPLICANT BACKGROUND AND BUSINESS HISTORY

IF YOU ANSWER “**YES**” TO ANY OF THE FOLLOWING QUESTIONS, **YOU MUST PROVIDE THE REQUESTED DOCUMENTATION AND A FULL EXPLANATION ON A SEPARATE SHEET OF PAPER.**

- Yes No 1. Within the past 7 years, has any partner, officer, member, or manager of this company pled guilty or nolo contendere or been convicted of a felony?
- Yes No 2. Within the past 7 years, did this company, or any partner, officer, member, or manager or any entity of which this company is a successor, have any professional or business license revoked or suspended in Alabama or any other state, or have an application for any professional or business license denied in Alabama or any other state?
If “**YES**,” provide a copy of the revocation, suspension, or denial order with your written explanation.
- Yes No 3. Does the applicant, or the applicant’s designated qualifying representative, either individually or as the designated qualifying representative of any other entity, have any outstanding disciplinary actions before this Board?
If “**YES**”, provide the name of the homeowner involved: _____
- Yes No 4. Are there any liens for labor or materials filed against any of the work performed by this company, or any partner, officer, member, or manager or any entity of which this company is a successor?
If “**YES**,” provide a copy of the lien filing, and the release of lien if the lien has been released, with your explanation.
- Yes No 5. Within the past 7 years, has this company, or any partner, officer, member, or manager of this company, been identified by the Board as an unlicensed builder?

SECTION 4: EXPERIENCE AND ABILITY

The Designated Qualifying Representative must affirm and provide the following to satisfy the experience and ability requirements for licensure:

I currently hold or held on or before one (1) year prior to the date this application was submitted, a business or occupational license as a **contractor** issued by a municipality, township, or county in this state.

Yes No I have read and understood the above statement.

Attach a copy of the Alabama business or occupational contractor’s license issued to you by a municipality, township, or county in this state.

The business license must list the applicant's name or listed trade name. If you do not hold the required business license, please contact the Licensure Division regarding alternate methods of satisfying the Experience and Ability requirement.

SECTION 5: BUSINESS-RELATED FINANCIAL INFORMATION

A \$10,000 License/Permit Bond must be submitted with this application. The bond must name the Board as the Obligee. In the event that the license application is denied, the Board is not responsible for the cost of the bond. The Principal's name on the bond must match the name listed on this application **EXACTLY**. If you are operating under a trade name, you must list your trade name on this application and you may submit a bond listing your trade name as follows: "John Smith, LLC dba John Smith Roofing." The bond submitted must have the Principal's original signature. **The bond expiration date must be December 31st of the current license year** and the bond must be renewed annually in addition to the license.

Yes No I have read and understood the above statement.

A blank bond form is attached for your use or available on our website. A comparable form issued by the Surety is acceptable.

SECTION 6: 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.

Yes No 1. Are you a citizen of the United States?

If "YES", please read the declaration below, sign, and provide a legible copy (front and back, as applicable) of any ONE of the documents listed here.

If "NO", see Question 2 below.

- 1) Driver's License or Nondriver Identification Card
- 2) Birth Certificate indicating birth in the United States
- 3) Valid or expired United States Passport
- 4) United States 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, Tribal Treaty Card or Tribal Enrollment Number
- 7) Consular report of birth abroad of a citizen of the United State 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; make 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 Citizen-Applicant DQR

Signature of Citizen-Applicant DQR

Yes 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 (front and back, as applicable) of a valid, unexpired Alabama Driver's License or Alabama Nondriver Identification Card AND a legible copy (front and back, as applicable) of ONE of the documents listed below:

- 1) United States Citizenship and Immigration Services (CIS) Card (Resident Alien Card), Document and Number
- 2) Student and Exchange Visitor Information System (SEVIS) Identification, Document and Number (Form I-20 or Form DS-2019)
- 3) Certificate of Naturalization, Document and Number
- 4) Passport from Country-of-Origin, Document and Number
- 5) Arrival and Departure Record (Form I-94), Document and Number
- 6) VISA, Document and Number

I hereby declare that I am an alien lawfully present in the United States of America.

I sign this declaration under penalties of perjury; make 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 Alien Lawfully Present-Applicant DQR

Signature of Alien Lawfully Present-Applicant DQR

NOTICE: BOTH SECTIONS 7 AND 8 MUST BE SIGNED AND NOTARIZED.

SECTION 7: 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 the statements made herein and on the attachments hereto are accurate, complete, and true to the best of my knowledge; 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 hereby authorize any individual, company, or institution with whom the applicant has 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

Printed Name of Designated Qualifying Representative [DQR] (Must be a General Partner, Officer, Member, or Manager)

Signature of Designated Qualifying Representative [DQR] (Must be a General Partner, Officer, Member, or Manager)

Position Held

County of _____)

State of _____)

Signed and sworn to before me this _____ day of _____, _____ . (Notarial Seal)
(Month) (Year)

Signature - Notary Public _____

My Commission Expires: _____

SECTION 8: OATH AND RELEASE FOR CORPORATIONS, PARTNERSHIPS, OR LIMITED LIABILITY COMPANIES

I solemnly swear or affirm that I am authorized to execute this application on behalf of the applicant; that I have actual knowledge of the statements made herein and on the attachments hereto and that such statements are accurate, complete, and true to the best of my knowledge; and further, that if the applicant is granted a license by the Home Builders Licensure Board, I shall use my best efforts to ensure that the applicant abides 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 the applicant has 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.

Printed Name of Authorized General Partner, Officer, Member, or Manager

Signature of Authorized General Partner, Officer, Member, or Manger

Position Held

County of _____)

State of _____)

Signed and sworn to before me this _____ day of _____, _____ . (Notarial Seal)
(Month) (Year)

Signature - Notary Public _____

My Commission Expires: _____

NOTICE: BOTH SECTIONS 7 AND 8 MUST BE SIGNED AND NOTARIZED.