



LICENSE REQUIREMENTS FOR ROOFERS LICENSE

A residential roofer who contracts directly with a homeowner to perform residential roofing, when the total cost of the undertaking exceeds \$2,500, is required to hold a residential roofers license.

ACCORDING TO ALA. CODE § 34-14a-2(12)

"RESIDENTIAL ROOFER. A person that installs products or repairs surfaces on the external upper covering of a residence or structure that seals, waterproofs, or weatherproofs the residence or structure."

LICENSE FORMS

The extent to which a residential home builder may engage in the residential home building business depends upon the form of license held. Licenses will be issued only to individuals, partnerships, corporations, limited liability companies, and non-profit organizations.

DESIGNATED QUALIFYING REPRESENTATIVE

1. **Individuals** applying for a license personally must satisfy all of the licensure requirements including experience and ability.
2. **Partnerships, corporations, limited liability companies, and non-profit organizations** must designate a qualifying representative who must satisfy the experience and ability requirements for licensure. The Designated Qualifying Representative (DQR) must be a general **partner** if the applicant is a partnership, an **officer** if the applicant is a corporation, a **member** if the applicant is a member-managed limited liability company, or a **manager** if the applicant is a manager-managed limited liability company.

INSTRUCTIONS

1. APPLICATION

All applicants must file an accurate, complete and notarized application for license with the Board. **No copies will be accepted.**

2. BUSINESS-RELATED FINANCIAL REQUIREMENTS

A \$10,000 License/Permit Bond must be submitted and **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 bond must be submitted with the application. For your convenience, a bond form is available on our website.

3. FEES

The annual license fee is \$150.00. A **non-refundable \$100.00** new license application processing fee must also accompany applications for a new limited license. Please make checks in the amount of \$250.00 payable to the Home Builders Licensure Board. The Board accepts personal or company checks, cashier's checks, certified checks, or money orders for all new applications. The Board does not accept cash. **All fees must be paid before the application is processed.** Upon written request, the annual license fee will be refunded in the event an application is rejected or denied.

4. EXPERIENCE AND ABILITY

All applicants will be required to satisfy the experience and ability requirement prior to licensure, as set out in Section 3 on the application for a new limited license for individuals and in Section 4 on the application for a new limited license for corporations. Attach all documentation required on the application.

APPLICATION CHECKLIST

All Roofers Applications

- Original Application Completed, Signed and Notarized (Corporation, partnership and limited liability company applications must have signatures notarized in both Sections 7 and 8.)
- Check, cashier's check, certified check, or money order in the amount of \$250.00 (\$150 license fee plus \$100 application processing fee) made payable to Home Builders Licensure Board enclosed. The Board does not accept cash payments or credit cards.
- Requested License/Permit Bond from applicant's preferred insurance company.
- Attach proof of citizenship.
- Attach current or recent Alabama business license as a contractor. The license must list the applicant's name or listed trade name.

Corporate Roofer Applications ONLY

- Attach Certificate of Compliance from the Alabama Department of Revenue if a corporation, limited liability company, or limited partnership.
- Attach Certificate of Existence from the Alabama Secretary of State if a foreign (out-of-state) corporation, limited liability company, or limited partnership.
- Attach documentation as required in Section 2: Designated Qualifying Representative of a corporate application.