



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 the inactive license fee. (\$125.00 for Unlimited & Limited Home Builders License; \$75 for Roofers License)
- 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. Building officials are exempt from paying a license fee.
- An inactive license DOES NOT allow the licensee to engage in residential construction or roofing activity. 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 or bond continuation.
- 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 license with the Board. **No copies will be accepted.**

2. FEES

The annual inactive license fee is **\$125.00 for an Unlimited or Limited License and \$75.00 for a Roofers License**. 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 for all new applications. The Board does not accept cash or credit card payments for new applications. **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. 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

- Check, cashier's check, certified check, or money order in the amount of \$125.00 for an Unlimited and Limited License or \$75.00 for a Roofers License made payable to Home Builders Licensure Board enclosed. The Board does not accept cash payments or credit cards. **(Not required of Building Officials or Building Inspectors.)**
- Application completed, signed and notarized. **(Corporation, partnership and limited liability company applications must have signatures notarized in both Sections 2 and 3.)**
- Building Officials and Building Inspectors ONLY** - Attach verification of employment and proof of current approved S.B.C.C.I. or I.C.C. certifications listed on the application.