



LICENSE REQUIREMENTS FOR LIMITED LICENSE

A residential home builder who contracts directly with a homeowner to perform construction that requires on a single trade and that does not affect the structural integrity of the residence, when the total cost of the undertaking exceeds \$10,000, is required to hold a residential home builders license; however, rather than holding a residential home builders license without limitation, he or she may hold a residential home builders license **with limitation (a limited license)**.

LICENSE FORMS

The extent to which a residential home builder may engage in the residential home building business depends upon the form of the 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

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. An applicant whose application is pending for more than 90 days may be required to file an updated credit report. An order form is enclosed for your convenience.

3. FEES

The annual license fee is **\$250.00**. A **non-refundable \$100.00** new license application processing fee must also accompany applications for a new license. Please make checks, in the amount of \$350.00 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 payments. **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 new limited license for corporations. Attach all documentation required on the application.

APPLICATION CHECKLIST

All Applications

- Check, cashier's check, certified check, or money order in the amount of \$350.00 made payable to Home Builders Licensure Board enclosed. The Board does not accept cash payments or credit cards.
- Ordered Business-Related Credit Report
- 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 Applications ONLY

- Application completed, signed and notarized. (**Corporation, partnership and limited liability company applications must have signatures notarized in both Sections 7 and 8.**)
- 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.