



## 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(17)

"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.

# NOTICE

**Conducting business through a corporation, partnership, or limited liability company that does not hold an Alabama Home Builders License is a violation of the law.**

**INDIVIDUAL LICENSEES:** You may engage in residential homebuilding only in your individual capacity or through a licensed entity of which you are an employee, partner, officer, member or manager. If you are conducting business through a corporation, partnership, or limited liability company that does not hold an Alabama Home Builders License, you are in violation of the law.

**DESIGNATED QUALIFYING REPRESENTATIVE:** You may engage in residential home building only through the entity that holds the Alabama Home Builders License. If you wish to engage in residential home building either individually or through another entity that does not hold an Alabama Home Builders License, you must obtain a license either individually or on behalf of the unlicensed entity. If you are conducting business through an unlicensed entity, you are violating the Home Builders Licensure Law.

**There are penalties and injunctions applicable to unlicensed builders:**

- Pursuant to Ala Code § 34-14A-14, any person who undertakes or attempts to undertake the business of residential homebuilding without a valid license is guilty of a Class A misdemeanor.
- The Board may stop the construction work of any person or entity that undertakes or attempts to undertake the business of residential homebuilding without a valid license.
- A residential homebuilder who is required to be licensed, but who does not hold a State of Alabama Home Builders License, may not bring or maintain legal action to enforce a contract for residential construction.

# NOTICE FOR CORPORATIONS, LIMITED LIABILITY COMPANIES, OR LIMITED LIABILITY PARTNERSHIPS

If you are a **foreign (out of state)** corporation, limited liability company (LLC), or limited liability partnership (LLP) you must provide a **Certificate of Existence (formerly Certificate of Authority)** from the Alabama Secretary of State's office. You may order this certificate online at [www.sos.alabama.gov](http://www.sos.alabama.gov) or you may contact their office at (334) 242-5324.

If you are a corporation, limited liability company (LLC), or limited liability partnership (LLP), you must provide a **Certificate of Compliance** from the Alabama Department of Revenue (ADOR). **Required for in-state and out-of-state companies.**

To request the **Certificate of Compliance**, you must do the following:

1. If you have not already done so, if you are a corporation, LLC or LLP, you must register your company with the Alabama Secretary of State's office. You may register online at [www.sos.alabama.gov](http://www.sos.alabama.gov) or you may contact their office at (334) 242-5324.
2. If you have formed a corporation, LLC, or LLP, you must file the appropriate **Business Privilege Tax form** with ADOR. You may download this form at: [www.ador.alabama.gov](http://www.ador.alabama.gov) (e-Services Section) or contact the Business Privilege Tax Division at (334)353-7923.
3. Order the **Certificate of Compliance** from ADOR. You may order this certificate online at [www.ador.alabama.gov](http://www.ador.alabama.gov) (e-Services Section) or you may contact ADOR at (334) 242-1189. **IMPORTANT: Make sure certificate is ordered in your complete Company name.**

**NOTICE:** In order to request and provide a Certificate of Compliance from the Alabama Department of Revenue (ADOR), you must, within 2-1/2 months of the date the corporation was qualified, pay the Alabama Business Privilege Tax required by ADOR.



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 \_\_\_\_\_

[ ] Check if above information is the same for Physical 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: \_\_\_\_\_

Yes  No 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 \_\_\_\_\_

Yes  No 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.

Yes  No 3. Is the applicant a corporation?

Yes  No 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.)

Yes  No 4. Is the applicant a partnership/limited partnership?

Yes  No 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.

Yes  No 5. Is the applicant a limited liability company (LLC)?

If "YES", complete the following:

Yes  No a) Is the LLC managed solely by its members (this includes a sole member LLC)?

Yes  No 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

Yes  No b) Is the LLC managed solely by one or more managers?

Yes  No 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 filed against 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 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: \_\_\_\_\_

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

**ALABAMA RESIDENTIAL ROOFER BOND**

**BOND#** \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS, that

**Licensee as named on licensure card**

of \_\_\_\_\_  
Address

as Principal, and \_\_\_\_\_, as Surety, are held and firmly bound unto the Alabama Home Builders Licensure Board (hereinafter "Obligee"), in the penal sum of ten thousand dollars (\$10,000.00) for payment well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns jointly and severally, firmly by these presents.

The condition of the foregoing obligation is such, however, that,

If said Principal, while engaged in the business of residential roofing in the State of Alabama, shall faithfully observe all ordinances and laws of the State of Alabama and of any municipal corporation and county of this State, within which the Principal shall engage in any work, pertaining to said business or businesses, whether now or hereafter enacted, together with all rules, regulations and building codes established under the authority of said laws or ordinances; and

Shall perform in a workmanlike manner all work undertaken by said Principal in the performance of said business or businesses; and shall indemnify and hold harmless the aforesaid Obligee from all liability arising from acts done or omitted by said Principal, its servants or agents, in doing said work or from any unfaithful or inadequate work; and

Shall defend all suits brought against the Obligee based, in whole or in part, upon any act of default for which said Principal is responsible, and pay the costs and expenses thereof, and pay such damages as any person, firm or corporation may sustain by reason of violation of said laws, ordinances, rules, regulations or building codes by said Principal, its servants or agents, or by reason of the negligence of said Principal, its servants or agents, in the prosecution of said business or businesses, then this bond shall be null and be void, otherwise to remain in full force and effect.

Liability under this bond shall terminate as of the 31<sup>st</sup> day of December, \_\_\_\_\_, as to any acts subsequent thereto, unless said bond is continued in force from year to year by the issuance of a continuation certificate signed by the Surety. Bond shall automatically expire upon termination of license with the Obligee. However, in no event shall the Surety be liable for more than the penal sum of the bond.

Except as to liability accruing prior to the effective date of cancellation, the Surety's liability on this bond shall be terminated fifteen (15) days after receipt by the Executive Director of Alabama Home Builders Licensure Board of written notice of the Surety's intent to cancel.

IN WITNESS WHEREOF, the said Principal and the said Surety have hereunto set their hands and seals at \_\_\_\_\_

Surety's Address

on this date \_\_\_\_\_

State

Date

By

Surety's Agent

Principal's Signature

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Name of Surety

By

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Attorney -In-Fact