ON THE LEVEL

A Service of the State of Alabama Home Builders Licensure Board

Fall 2026

HOME BUILDERS LICENSURE BOARD
www.hblb.alabama.gov



IT'S RENEWAL SEASON

by Seth Gowan

It is fall. The daylight hours are getting a little shorter. Our favorite football teams are well into their seasons. Plus, it is time to renew your homebuilder license for 2027. License renewal season runs October 1 through December 31. Nearly 10,000 licenses will be renewed during that time frame. It is important that you don't wait until the last minute. The Home Builders Licensure Board (the Board) staff has been preparing and sending reminders since the spring.

We have been reminding you to complete six hours of continuing education by email and on social media. If you haven't already completed your continuing education (CE) requirement, there is still time. Just visit the Board's website, www.hblb.alabama.gov , then select the continuing education tab to see the list of all approved providers and courses to choose from. If you turn 60 before October 1, be sure to submit the **Age Exemption form**. Now don't wait to complete your continuing education hours before you renew your license. If you delay, you might have a late fee. Licenses that are not renewed by November 30 face a $50 late fee.

If you haven't renewed by December 15, the odds are pretty good that you won't have your license before January 1, which may cause problems getting your local business licenses and ordering new building permits to start the year. Licenses not renewed by midnight on December 31 are deemed **expired**. In that situation, you will be required to pay a $600 expired fee. Again, don't delay! All licenses can be renewed online. To login to renew your license, you will need to remember your username (email address) and password. If you have forgotten, you will need to follow the instructions to reset your password and make sure you have that information before you start. Once you are logged in, you will go through the renewal steps: confirming or updating contact information, address, phone number.

IT'S RENEWAL SEASON (Continued)

by Seth Gowan

You will answer the regulatory questions, the electronic signature with the oath and release, and finally complete the process with the online payment. **Please note, for corporate licenses, the second signature is required.** Make sure all steps are completed. Upon successful completion of payment, you will receive confirmation with a confirmation number. **The other important step** that goes along with license renewal **is ordering the credit report for individual and corporate licensees who hold a limited or unlimited license.**

Board staff encouraged licensees to order credit reports as early as September 15. By now, close to 300 licensees have already done so. **During** the **online renewal process**, when you **log in your portal** to go renew online, **you'll see a link to go to Holloway Credit Solutions. Just follow it to order and pay for your report.** You can also contact them directly, at www.hollowaycredit.com or (800) 264-2700. Your credit report will be sent directly to the Board by Holloway Credit Solutions as soon as it is complete. **Roofer licensees** follow all of the same steps as limited and unlimited license holders, except you **don't order a credit report. Remember, you must get a continuation certificate for the roofer's bond. Check with your bond provider about paying for the continuation and follow-up to make sure the continuation certificate is sent to the Board.**

When all of the steps are completed, you will get an email notice that your 2027 is ready. Then you will need to follow the instructions to print your wallet card and certificate or download the digital wallet card to your smart phone. If there is an issue, complete the process of submitting the renewal application and then contact appropriate staff. If you call and leave a voicemail, we ask that you be patient and give staff an opportunity to call you back. Staff will be trying to answer calls as quickly as possible, but we will also be busy processing renewal applications.

If you have questions, kindly email the following:

- Continuing Education Department: ce@hblb.alabama.gov
- Licensure Department: licensure@hblb.alabama.gov
- General Information Department: information@hblb.alabama.gov

License Renewal
"How To" Videos

We have several "How to" videos that may be helpful. We encourage you to click the link for the video that applies to you.

Creating a Login

- **"How to Create a Login Account"**
  Link: https://vimeo.com/1212735896/e829271955?share=copy&fl=sv&fe=ci

Home Builder Renewal

- **"How to Renew the CORPORATION Home Builder License"**
  Link: https://vimeo.com/1105626180/a11413bbf1?tq=corporate
- **"How to Renew the INDIVIDUAL Home Builder License"**
  Link: https://vimeo.com/1105626116/978d2cd40b

INACTIVE Home Builder Renewal

- **"How to Renew the CORPORATE INACTIVE Home Builders License"**
  Link: https://vimeo.com/1201571780/c0731e2276
- **"How to Renew the INDIVIDUAL INACTIVE Home Builders License"**
  Link: https://vimeo.com/1201571781/6fe6e6ba8b

Roofing Renewal

- **"How to Renew the CORPORATE Roofing License"**
  Link: https://vimeo.com/1201439698/f778ca7505
- **"How to renew the INDIVIDUAL Roofing License"**
  Link: https://vimeo.com/1105623132/117ed0d954

INACTIVE Roofing Renewal

- **"How to Renew the CORPORATE INACTIVE Roofing License"**
  Link: https://vimeo.com/1201571782/8588f26327
- **"How to Renew the INDIVIDUAL INACTIVE Roofing License"**
  Link: https://vimeo.com/1201571779/d0547291bc

STATE OF ALABAMA
HOME BUILDERS
LICENSURE BOARD

Renewal Timeline

7/1/2026	• **Begin completing continuing education.** • Email reminder was sent July 1, 2026.
9/15/2026	• Order credit report. **(Only good for 90 days.)** • Submit continuation bond with expiration of 12/31/2027, if roofer.
10/1/2026	• **Submit renewal application, even if previous steps are incomplete.** • Use same login and password as last year
11/30/2026	• **Last day to renew without paying $50.00 late fee.**
12/15/2026	• **Last day to complete renewal process to receive license on or before January 1, 2027.**
12/31/2026	• **Last day to submit renewal application. If application is not submitted *by midnight*, the license expires and an expired license application must be submitted with a $600.00 expired license fee.**
January - March 2027	• Board sends deficiencey notices informing licensees of missing requirements.
March 2027	• The Board begins rejecting incomplete renewals. An expired license application will then be required along with the additional expired fee of $350.00.

The Board will provide information and reminders to licensees by email. Information can also be found on our website at hblb.alabama.gov.

Renewal Question & Answer

Q: Is ordering a credit report required to renew my license?

A: Not for roofers, but for everyone else ordering a credit report is 1 of 3 steps required to renew, along with submitting a renewal application and completing your continuing education courses (this excludes first-time licensees). Roofers are the exception: instead of a credit report, roofers renewing their license must submit a roofers continuation bond.

Q: Does the continuing education (CE) requirement apply to everyone?

A: No — it does not apply to first-time renewal licensees or those who have submitted an age exemption form.

Q: Why does the timing of ordering my credit report matter?

A: Because a credit report is only valid for 90 days, ordering too early risks it expiring before you complete your renewal license steps.



Renewal Question & Answer (Continued)

Q: (FOR ROOFERS) Do I have to wait for my bond continuation certificate before submitting my roofer renewal application?

A: Nope! Go ahead and submit your renewal application now — you can send us the bond continuation certificate afterward, whenever it's ready. Email or regular mail both work.

Q: What are the three main steps to complete for renewal?

A: 1) Order your credit report *or submit a roofers continuation bond – applies to roofers* 2) Submit your renewal application and license fees 3) Complete your continuing education (if applicable).

Q: Where on the Alabama Home Builders Licensure Board's website can I view CE requirements?

A: Visit https://hblb.alabama.gov and go to the "Continuing Education" section of our website.

Q: How many continuing education hours are required?

A: Active licensees need a total of six **(6) hours** of continuing education, and two **(2) of those 6 hours** must be subject matter-specific. All 6 hours must be completed before your renewal license can be issued.

Continuing Education

The Board began requiring licensees to complete six (6) hours of continuing education (CE) courses to renew licenses in 2022. Benefits of continuing education include keeping up with changes in the industry because technology, methods, building codes and regulations are constantly changing. Continuing education (CE) helps licensees keep up with changes and maintain industry standards. The Board encourages licensees to broaden their horizons by taking a variety of continuing education (CE) courses instead of repeating courses. Our website provides a variety of CE courses along with the providers that provide those CE courses.

For a list of approved providers that offer CE courses, visit the continuing education page of our website and click "Approved Courses."The 2027 renewal season kicks off October 1, 2026, and the Board encourages licensees to complete their **six (6)** hours of continuing education as soon as possible.

Things to remember about continuing education (CE):

1. At least **two (2) of the six (6) hours must be subject matter specific. Look for the following:**This course meets the Subject Matter Specific Requirement*** to ensure completion of the subject matter specific hours.**
2. Licensees can submit the renewal application beginning October 1st even if continuing education is incomplete.
3. The designated qualifying representative must complete the continuing education for corporate entities.
4. Licensees who are 60 years old **on or before October 1st** can claim the age exemption by completing the age exemption form. **This is a permanent exemption and does not need to be claimed annually.**
5. Licensees renewing for the first time are not required to complete continuing education. No action is required for this exemption.

Continued...

(Continued) Things to remember about continuing education:

6. Inactive licensees are not required to complete continuing education. However, continuing education is required to return to active status.
7. Notification that continuing education is complete must be received from the provider. **Licensees are not required to submit continuing education certificates**.
8. The Board cannot recommend courses or providers. All courses and providers listed on our website have been approved by the Board.

Click here if you have any questions.

ANOTHER Reminder to Display Your License Number When You Advertise by Darlene Burt

I know my son wouldn't believe this, but I hate to nag. I could argue that this isn't nagging, it's a **reminder**. I wouldn't be ***reminding you again*** if it wasn't important. Part of the Board's mission is to protect consumers while promoting industry professionalism. In 2024, the Board added the definition of advertisement to the law and required that licensees display their license number when advertising. The Board requires displaying your license number on advertisement to protect consumers from unlicensed builders who don't have a license number to display and to separate industry professionals like you from unlicensed builders. **Here are a few suggestions:**

- Next time you purchase television or radio advertisement remember to include your license number.
- Display your license number on your business cards. You can scribble your license number on business cards purchased before the requirement to display license numbers on advertisement.
- Remember to display your license number on your social media advertising and website.
- Display your license number on vehicle decals, signage and wraps.

Maybe I'm nagging now. **Always use a written contract**. The Board requires using a written contract and displaying your license number on the contract. The Board also encourages displaying your license number on written estimates. Help us help you and consumers by displaying your license number when advertising.

Meet John Hoar - Our Newest Board Member



We're excited to welcome **John Hoar** to the Alabama Home Builders Licensure Board. Curious about his goals? We asked — he answered. Check out the full Q&A below to get to know our new board member. Fact: Of our nine-member board one member shall be a building official or inspector currently employed by a city, county or state governmental entity. Mr. Hoar currently serves as Inspection Services Director/Building Official for the city of the Auburn.

Q: What are you most looking forward to in this new role and what are some priorities you'd like to explore as you begin your term?

A: I'm looking forward to the direction that the board has been going in the last few years...to create some uniformity across the state. Whether to be adopting a standard residential code or the licensing requirements and the training aspects that they're requiring. I'm looking forward to continuing that.

Q: What is one issue you think the public should be paying more attention to?

A: Hiring contractors that are licensed and qualified to do the work. Unfortunately, I have seen too many times when someone hires somebody that does not know how to do the work or doesn't know what level it should be done to, and it leaves a financial crisis on the homeowners hands.

Q: What inspired you to become involved in the building industry and how did it prepare you for this opportunity?

A: I got started in construction when I was about 18. I just kind of enjoyed it. In the beginning it was just little projects for myself, and then I started doing more and more work. I remember talking to a friend that did trim work and he mentioned to me you can always do work beneath your skills. He said you can never work above your skills.

New Board Member, John Hoar (Continued)

Q: What do you think is one of the biggest challenges facing professionals when it comes to the residential construction industry?
A: I think one of the biggest issues, and the board is already heading in this direction, is creating some consistency for home builders. I always feel bad when a contractor works from one jurisdiction to another. Though, we may all be using the same code, sometimes there's different interpretations. I'm a big fan of just consistency and making sure everybody's on the same page.

Q: What are you most excited about for the future of the building industry?
A: I would say that continual change in technology and not just the computer or software aspect, but the products that are being introduced into the market...the different methods and how another part of the country or the state or the county may have done something and how that can be incorporated.

Q: Is there someone that has had influence on your career?
A: A whole bunch of different people. I remember as a kid my grandfather told me to treat everybody equal. You never know who might be your boss one day. I guess you know, my parents always impressed upon me to be courteous. You could still be firm and always listen.
I also had a building official Bill James that was in Albany when I was hired. I'd watch how he interacted with people, he didn't have to get upset with them. He was able to show a side that you could still enforce yet still be professional and courteous too.

Q: What are you looking forward to? How do you hope your service on the board will support building safety, quality and/or compliance?
A: I'm looking forward to helping. To set a path not necessarily set and continue down the path of what the current board has been doing over the last few years. Hopefully, it will be to make residential housing in Alabama a quality place to live, raise a family, relax, retire in, and I think that is very possible to achieve.

UPDATE:
Alabama Residential Building Code and the Alabama Energy Code

by Seth Gowan

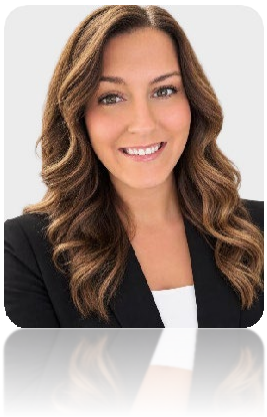
Otherwise known as the statewide residential building code. Act 2024-443 established the Alabama Residential Building Code division within the Home Builders Licensure Board, ('the Board") and created the Alabama Residential Building Code Advisory Council with the charge to develop and recommend a statewide code for residential construction and energy conservation within residential construction. The seventeen-member council has worked for the past several months before submitting its final recommendations to the Board in early Auguust of this year. Those recommendations include amendments, deletions and modifications to the 2024 International Residential Code and 2024 International Energy Conservation Code as agreed upon by the full committee after countless hours of debate, discussion, and research.

The Board voted unanimously at its August 20, 2026, meeting to adopt the advisory council recommendations in totality. The Board then voted to direct staff to submit the statewide residential building code to the Legislative Service Agency for the publication of the code as proposed regulations and public comment pursuant to the Administrative Procedures Act.

The proposed regulations have been open for public comment, since August 31st and will be open until October 5th.
The Board will consider any public comments submitted and hear from anyone requesting to appear regarding the new code at the October board meeting. Following that meeting, the Board is expected to vote to certify the statewide building code as a part of its administrative regulations to be effective for January 1, 2027.

So, what does this mean for licensees, building departments and homeowners? After January 1st, licensees doing work in jurisdictions without an adopted building code will need to comply with the new statewide residential building code. Counties and municipalities that have already adopted codes with permitting and inspections will continue to enforce their current code until amendments or changes are made. Amendments or changes made to existing codes must meet the requirement of the code that will be effective on January 1, 2027. There will be a lot more to come in terms of communication, outreach and education. Stay tuned. Contact the Board or visit our website for more information.

Board Welcomes Assistant Attorney General, Andrea Hatchcock by Melissa Stallworth

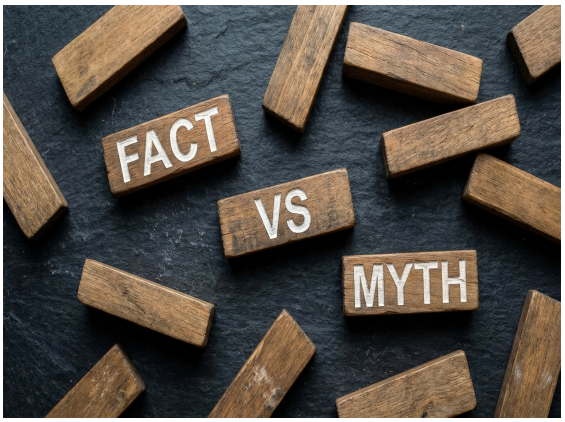


Andrea Hatchcock grew up in a military family, traveling extensively before settling in Alabama in 2003, where she has remained ever since. She has been practicing law for nine years. For much of that time, she operated her own LLC, focusing primarily on Plaintiff's work and Family Law. More recently, she served with the City of Montgomery before joining HBLB. Her time with the City provided invaluable experience, as she handled cases across a wide range of legal areas, including administrative disciplinary matters.

Outside of work, she is an avid sports fan, cheering especially for Duke basketball and Auburn football. She is the mother of a 16-year-old son, Luke. She enjoys traveling, whether on a road trip or flying to new destinations.

MYTH vs. FACT by Darlene Burt

MYTH:
It's okay to build or renovate and sell one house per year.



FACT:
Anyone who builds a residence or performs residential construction work that exceeds $10,000 or roofing work that exceeds $2,500 and sells the residence must be licensed by the Board. A homeowner providing all material supervisions is exempt from the licensure requirement when they retain ownership of the property. Selling or offering to sale the residence within one year of completion, is presumptive evidence that the residential construction work was undertaken for the purpose of sale, and the homeowner can be pursued as an unlicensed builder. It is not okay to build or renovate and sell one house per year. Click here for more information about exemptions.

Changes to the Statutory Requirements for General Liability Insurance Disclosure

During the 2026 session of the Alabama Legislature, amendments to Alabama Code Section 34-14A-19 were passed and signed into law by the Governor. The changes, effective October 1, will make it easier for home builders, carrying and maintaining general liability insurance to comply with the requirements to disclose their insurance status to the homeowner. Licensees can add the disclosure to the contract, initial, and have the homeowner initial acknowledging the disclosure. This may be done electronically.

Licensees who do not have general liability insurance must have a separate addendum to the contract that must be signed by both parties. Electronic signatures when the licensee has no general liability are not acceptable and the disclosure must be witnessed by someone of the homeowner's choosing. Failure to comply is a violation of the Act and may result in discipline to include fines and remedial education.

§ 34-14A-19. Proof of liability insurance prior to construction.

(a Prior to the commencement of residential home building by a residential home builder, the residential home builder shall disclose in writing to the homeowner whether the residential home builder has obtained and is currently maintaining liability insurance. The written disclosure requirement may be satisfied as an incorporated provision within the original contract or as a separate addendum.
(b(1 If the disclosure is that the residential home builder has obtained and is currently maintaining liability insurance, the incorporated provision may be signed or initialed, electronically or otherwise, by the residential home builder and the homeowner without the signature of a witness.

Changes to the Statutory Requirements for General Liability Insurance Disclosure (Continued)

(2) If the disclosure is that the residential home builder has not obtained or does not currently maintain liability insurance, then the written disclosure shall be signed by the residential home builder and the homeowner, and attested by one witness selected by the homeowner.

(c) Failure of a residential home builder to comply with this section is a violation of this chapter and punishable by the board pursuant to Section 34-14A-8.
(Acts 2018, No. 18-398, § 1; Acts 2026, No. 26-320)

License Renewal Word Search

Find all 14 terms from the license renewal reminder

W	N	I	Y	L	F	T	T	A	X	W	D	Y	F	J	D
S	O	A	J	S	V	M	M	P	W	G	C	S	W	U	H
D	I	W	Y	J	V	T	D	P	Z	D	Z	S	E	Z	B
L	T	N	R	N	V	L	R	L	C	Q	U	K	D	A	N
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H	O	U	R	S	Z	M	A	D	E	A	D	L	I	N	E
C	J	H	M	W	E	H	J	V	S	L	P	R	Q	L	N
X	R	K	R	E	B	M	E	T	P	E	S	L	W	O	I
J	I	H	D	X	C	R	E	D	I	T	G	K	D	X	R

Find these words:

- Application
- Credit
- Deadline
- Education
- Exemption
- Hours
- License
- Login
- Password
- Renewal
- Report
- Reset
- September
- Username

Words may run horizontally, vertically, diagonally, and backwards.

License Renewal Word Search

Answer Key

W	N	I	Y	L	F	T	T	A	X	W	D	Y	F	J	D
S	O	A	J	S	V	M	M	P	W	G	C	S	W	U	H
D	I	W	Y	J	V	T	D	P	Z	D	Z	S	E	Z	B
L	T	N	R	N	V	L	R	L	C	Q	U	K	D	A	N
P	P	I	D	N	L	L	O	I	U	O	W	E	U	N	F
X	M	G	Q	U	I	I	W	C	T	Z	R	Y	C	P	O
N	E	O	X	C	S	I	S	A	K	H	C	U	A	R	I
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K	E	N	A	P	K	F	A	I	P	E	G	L	I	S	Z
I	S	K	I	T	W	I	P	O	R	R	A	Q	O	E	G
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C	J	H	M	W	E	H	J	V	S	L	P	R	Q	L	N
X	R	K	R	E	B	M	E	T	P	E	S	L	W	O	I
J	I	H	D	X	C	R	E	D	I	T	G	K	D	X	R

Find these words:

- Application
- Credit
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- Exemption
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- License
- Login
- Password
- Renewal
- Report
- Reset
- September
- Username

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Women In Building Week

In honor of *Professional Women in Building Week*, the board took to social media to raise awareness around this annual celebration held each year during September.



Builder Watch

Protect Alabama Consumers and Your Industry.

Builder Watch Hotline

1-800-304-0853

Report Unlicensed Builder Activity!

(All calls will remain anonymous)

You can find us here. Follow us on social media!

HOME BUILDERS LICENSURE BOARD

Post Office Box: P.O. Box 303605 • Montgomery, Alabama • 36130 - 3605

Physical Address: 445 Herron Street • Montgomery, Alabama • 36104

Website: www.hblb.alabama.gov

Toll Free Number: 800-304-0853
Office: 334-242-223

YouTube

ALHOMEBUILDERSLICENSUREBOARD

https://www.facebook.com/ALHomeBuildersLicensureBoard

All current disciplinary actions and unlicensed builder prosecutions can be found on the HBLB website at www.hblb.alabama.gov/disciplinary-actions/. All actions remain posted for a period of ninety (90) days. Inquiries pertaining to disciplinary actions and unlicensed builder prosecutions must be submitted in writing to the Home Builders Licensure Board, Legal Division, P O Box 303605, Montgomery, Alabama 36130-3605.