

STATE LICENSING BOARD FOR RESIDENTIAL AND GENERAL CONTRACTORS
GENERAL CONTRACTOR DIVISION
237 Coliseum Drive
Macon, GA 31217
www.sos.state.ga.us/plb/contractors

APPLICATION FOR INACTIVE STATUS

GENERAL INFORMATION

THE APPLICATION AND REQUIRED FEE SHOULD BE MAILED TO THE ADDRESS SHOWN ABOVE. ALL SUPPORTING DOCUMENTS SHOULD BE ATTACHED TO AND SUBMITTED WITH THE APPLICATION. **The

application must be completed in ink**

TO CHECK YOUR LICENSE APPLICATION STATUS ONLINE, PLEASE PROVIDE YOUR EMAIL ADDRESS ON THE APPLICATION WHERE REQUESTED. ACKNOWLEDGMENT OF RECEIPT OF YOUR APPLICATION AND OTHER BOARD CORRESPONDENCE WILL BE SENT BY EMAIL. YOUR EMAIL ADDRESS WILL NOT BE SHARED WITH ANY THIRD PARTY.

LAW AND RULES

Read the law and rules thoroughly before completing the application. See the complete law and rules at the Board's website: www.sos.state.ga.us/plb/contractors. You are responsible for knowing the laws and rules for your profession.

KEEP A COPY OF YOUR APPLICATION MATERIALS. All original materials will be maintained by our office and not returned to you.



**GEORGIA STATE LICENSING BOARD FOR
RESIDENTIAL AND GENERAL CONTRACTORS**

**237 Coliseum Drive
Macon, Georgia 31217
Phone (478) 207-2440**

www.sos.state.ga.us/plb/contractors

APPLICATION FOR INACTIVE STATUS

Please review the following rule of the Georgia State Licensing Board for Residential and General Contractors.

553-10-.01 Inactive License.

(1) A residential or general contractor who holds a valid residential or general contractor's license in the State of Georgia may request the license be placed on inactive status under the following provisions:

(a) Notifies the Board, in writing, that he or she chooses to retire from active practice of the profession. Said license shall be considered inactive.

(b) Shall not engage in contracting and shall not hold themselves out to the public as being available to provide contractor services.

(c) Shall not be required to obtain the necessary continuing education credits.

(d) Shall not be assessed a renewal fee for the period that the license is inactive.

(2) Contracting with an inactive license shall be considered unlicensed practice and is subject to disciplinary action.

(3) Should contractor holding an inactive license choose to return to active status, the following requirements must be met:

(a) Submit evidence of attendance of the required Board approved continuing education for each biennium that the license was inactive.

(b) Provide evidence that licensee is in good standing in all states in which he or she has ever been licensed. A reactivation fee as established by the board must be submitted with the application for reactivation.

(c) Submit proof of current general liability insurance and worker's compensation as required by law for the license type that is to be reinstated.

(d) Submit other proof of financial responsibility as is required for the license type that is to be reinstated.

(4) After 5 years of continuous inactive status, the Board may, at its discretion require successful passing of the contractor examination in the contractor field for the license that the contractor wishes to reinstate.

A licensee who does not intend to practice in Georgia and who therefore does not intend to practice or use the title of Residential or General Contractor may apply to convert an active license to an inactive status. An individual who holds an inactive license will not be required to renew his or her license or to satisfy the biennial renewal requirements.

FOR BOARD USE ONLY

Amount Submitted \$ _____

Date/Initials _____

Receipt # _____



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Application for Inactive Status

Application Fee: \$25.00

Checks returned for insufficient funds will be assessed a \$40 service charge pursuant to
O.C.G.A. §16-9-20

Name as it Appears on License: _____

Individual or Qualifying Agent License Number: _____

Social Security Number: _____ Date of Birth _____

Physical Address: _____
Street City State Zip

Mailing Address (if different): _____
Street City State Zip

Telephone Number: _____ Alternate Telephone Number: _____

Email Address: _____

Company License Number (if applicable): _____

Please note that if you are the only qualifying agent for this company, the company license will be inactivated.

Name as it Appears on Company License: _____

Affidavit: I hereby attest that I am currently the holder of the contractor license listed above and request that this license be placed on inactive status. While on inactive status, I will not in any way indicate or imply that I hold an active Georgia license or that I am practicing as a Residential or General Contractor. I am forwarding herewith my biennial renewal license card(s).

Date: _____ Signature of Licensee _____

Sworn to and subscribed before me this _____ day of _____, 20 _____

Notary Public _____

Notary Seal

My Commission Expires: _____