



## GEORGIA CONSTRUCTION INDUSTRY LICENSING BOARD

### Division of Utility Contractors

237 Coliseum Drive, Macon, GA 31217

404-424-9966

[www.sos.ga.gov](http://www.sos.ga.gov)

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## UTILITY CONTRACTOR REINSTATEMENT APPLICATION

### ••• INSTRUCTIONS AND GENERAL INFORMATION •••

*Applications are subject to be administratively withdrawn if any deficiencies are not submitted within 60 days of the deficiency notification.*

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#### SECTION 1: COMPANY INFORMATION

Complete all information including your preferred email address for communication with Board staff.

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#### SECTION 2: OWNER, PARTNER, AND OFFICER INFORMATION

Provide complete information on all owners, partners, and officers of the business.

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#### SECTION 3: BUSINESS HISTORY

Answer all questions concerning the history of the business.

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#### SECTION 4: QUALIFYING UTILITY MANAGERS

List the names of the Utility Managers employed to supervise the utility work for each office or branch of the business. An Employment of Utility Manager Form must be completed for each Utility Manager listed.

A Utility Manager may only be associated with **one** Utility Contractor. To verify if a Utility Manager is associated with another Utility Contractor, conduct a licensure search at [verification](#). If he/she is associated with another Utility Contractor, he/she must notify the Board that they have disassociated from the other Utility Contractor.

Do not apply for a Utility Contractor license until you have a Utility Manager to qualify the firm.

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#### SECTION 5: SAFETY POLICY, CERTIFICATION, AND AUTHORIZATION

You must submit a copy of the business Safety Policy along with this application. See Rule 121-2-.07

Each owner, partner, and officer listed in Section 2 must sign the Safety Policy as adopted by the business, certification of the application, and authorization for release of any criminal history records. These signatures must be properly notarized.

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#### LAW AND RULES

Review the laws and rules before completing the application - [laws and rules](#). You are responsible for knowing the laws and rules of your profession.

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**APPLICATION STATUS** To check the status of your application, [CLICK HERE](#).

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#### KEEP A COPY OF YOUR APPLICATION MATERIALS.

All original materials will be retained by our office and will not be returned to you.

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#### FEES

**Submit \$160 payment** (\$150 application fee + \$10 processing fee) by check or money order payable to Georgia Construction Industry Licensing Board must be included with this application.

Mail your application to the Board office in a 9X12 Envelope. Please do not staple or fold the application.

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**SECTION 2: OWNER, PARTNER, OFFICER INFORMATION**

Company Name: \_\_\_\_\_

Provide the following information for each owner, partner, and officer with the business. Make additional copies of this section as needed.

**If you answer YES** to any of the background questions, you must submit the following:

- A letter of explanation for each offense and a **certified** copy of final court disposition from the county(s) in which you were arrested/convicted. Each court document should include the charges and sentencing information.
- Probation/Parole - Submit a statement (on official letterhead) from your probation/parole officer regarding your current status. If probation/parole has been completed, submit **certified** documents from the courts verifying case closed and completion of probation/parole.

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Job Title:	_____	Date of Birth:	_____
Name:	_____	Social Security #	_____
Residence Address: (PO Box not acceptable)	_____	Home Phone:	_____
City, State, Zip:	_____	Cell Phone:	_____

Have you ever been arrested, charged, convicted, sentenced, entered a plea of guilty, or nolo contendere, or been given First Offender status for any felony, misdemeanor, DUI, DWI, or any other offense?    \_\_\_YES    \_\_\_NO

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Job Title:	_____	Date of Birth:	_____
Name:	_____	Social Security #	_____
Residence Address: (PO Box not acceptable)	_____	Home Phone:	_____
City, State, Zip:	_____	Cell Phone:	_____

Have you ever been arrested, charged, convicted, sentenced, entered a plea of guilty, or nolo contendere, or been given First Offender status for any felony, misdemeanor, DUI, DWI, or any other offense?    \_\_\_YES    \_\_\_NO

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Job Title:	_____	Date of Birth:	_____
Name:	_____	Social Security #	_____
Residence Address: (PO Box not acceptable)	_____	Home Phone:	_____
City, State, Zip:	_____	Cell Phone:	_____

Have you ever been arrested, charged, convicted, sentenced, entered a plea of guilty, or nolo contendere, or been given First Offender status for any felony, misdemeanor, DUI, DWI, or any other offense?    \_\_\_YES    \_\_\_NO

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Job Title:	_____	Date of Birth:	_____
Name:	_____	Social Security #	_____
Residence Address: (PO Box not acceptable)	_____	Home Phone:	_____
City, State, Zip:	_____	Cell Phone:	_____

Have you ever been arrested, charged, convicted, sentenced, entered a plea of guilty, or nolo contendere, or been given First Offender status for any felony, misdemeanor, DUI, DWI, or any other offense?    \_\_\_YES    \_\_\_NO

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**SECTION 3: BUSINESS HISTORY**

Company Name: \_\_\_\_\_

1. Has the business/firm ever held a Utility Contractor license? \_\_\_YES \_\_\_NO  
If YES, list the type of license, license number, and name of State Board or Agency:  
\_\_\_\_\_

2. Has any licensing board, agency, or OSHA in Georgia or any other state ever:

- a) Denied your issuance of licensure, renewal, or reinstatement? \_\_\_YES \_\_\_NO
- b) Revoked, suspended, restricted, sanctioned, or probated your license? \_\_\_YES \_\_\_NO
- c) Requested or accepted surrender of your license? \_\_\_YES \_\_\_NO
- d) Reprimanded, fined, or disciplined you? \_\_\_YES \_\_\_NO

If YES to any question in #2, submit a letter of explanation and a **certified** copy of the action taken against your license with relevant supporting documents. **State Board or Agency:** \_\_\_\_\_

**SECTION 4: QUALIFYING UTILITY MANAGERS**

List the names of Utility Managers employed to supervise the utility work for each office or branch of the business. An Employment of Utility Manager Form must be completed for each Utility Manager listed.

_____	_____
_____	_____
_____	_____

**SECTION 5: SAFETY POLICY, CERTIFICATION, AND AUTHORIZATION**

\_\_\_ I have attached a copy of our business Safety Policy, and I further certify that this Safety Policy:

- Is concerned and supports safety in the conduct of its utility work;
- Makes active and continuous efforts to provide a safe working environment;
- Complies with state and federal safety requirements;
- Maintains a safety program; and
- Conducts regularly scheduled safety meetings for all field personnel.

I certify that the information contained in this application is true to the best of my knowledge. I understand that any forged, false, or fraudulent information contained in this application is grounds for the Division to refuse to issue a license or to revoke any license issued based on this application. I authorize the Division to receive any criminal history record information concerning me from any state board or local criminal justice agency.

**Printed Name of Owner, Partner, or Officer**  
(as listed in Section 2)

**Title**

**Signature**



SUBSCRIBED AND SWORN BEFORE ME ON THIS THE  
\_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_

NOTARY SEAL

NOTARY PUBLIC SIGNATURE

My Commission Expires: \_\_\_\_\_



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**EMPLOYMENT OF UTILITY MANAGER**

1. Name of Business: \_\_\_\_\_

2. Address of Branch Office to which Utility Manager is assigned:

\_\_\_\_\_ STREET ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE AND ZIP

3. Name of Utility Manager: \_\_\_\_\_  
FIRST, MIDDLE, LAST, SUFFIX

4. Utility Manager License # \_\_\_\_\_ License Expiration Date: \_\_\_\_\_

5. Job Title with Business: \_\_\_\_\_ Date First Employed by Business: \_\_\_\_\_

I certify that I am a regular, full-time employee of the above-named business and am responsible for supervising utility work performed by this, and only this one business. I hereby swear and affirm that all information provided in this application is true and correct to the best of my knowledge and belief. I further swear and affirm that I have read and understand the current state laws and rules and regulations of the Board for which I am applying for licensure, and I agree to abide by these laws and rules.

By executing this affidavit under oath, as an applicant for a professional license, as referenced in O.C.G.A. § 50-36-1, administered by the Professional Licensing Boards Division, the undersigned applicant also verifies one of the following with respect to his/her application for a public benefit (check one):

\_\_\_\_\_ I am a United States citizen.  
**Please submit a copy of your current Secure and Verifiable Document(s) such as driver's license, passport, or document as indicated on the Board's website.**

**-OR-**

\_\_\_\_\_ I am not a United States citizen.  
\_\_\_\_\_ I am either a legal permanent resident of the United States or I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency. **Please submit a copy of your current immigration document(s) which includes either your Alien number or your I-94 number and, if needed, SEVIS number.**

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit.

In making the above representations under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute. I also understand that any failure to make full and accurate disclosures may result in disciplinary action by the Board for which I am applying for licensure.

\_\_\_\_\_  
SIGNATURE OF UTILITY MANAGER

\_\_\_\_\_  
DATE

I certify that the above-named Utility Manager is a regular, full-time employee of this business and is responsible for supervising utility work performed by this, and only this one business.

\_\_\_\_\_  
SIGNATURE OF OWNER, PARTNER, OR OFFICER

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_

NOTARY SEAL

\_\_\_\_\_  
NOTARY PUBLIC SIGNATURE

My Commission Expires: \_\_\_\_\_