

STATE LICENSING BOARD FOR RESIDENTIAL AND GENERAL CONTRACTORS Residential Contractor Division

237 Coliseum Drive, Macon, GA 31217 404-424-9966 - <u>www.sos.ga.gov</u>

RESIDENTIAL LIGHT COMMERCIAL LICENSE by EXAMINATION APPLICATION ••• INSTRUCTIONS AND GENERAL INFORMATION •••

Incomplete applications are subject to be administratively withdrawn if any application deficiencies are not submitted within 60 days of the deficiency notice.

USE THIS FORM to apply for <u>RESIDENTIAL LIGHT COMMERCIAL INDIVIDUAL</u> OR <u>RESIDENTIAL LIGHT COMMERCIAL</u> QUALIFYING AGENT. Some sections of this application will be for QA applicants only and will be marked as such.

---Individual means you are working for yourself as a sole proprietorship, not for a company. If licensed as an Individual, you cannot do work for a business organization with a Corporate Registration, even if it is your own LLC.

--Qualifying Agent means you are the agent for a company, which is a LLC, INC (corporation), partnership, or joint venture. If there is a company, there must be a Qualifying Agent for that company.

<u>LICENSES REQUIRED</u> - Licenses are required for persons who contract for any residential (residential-basic or residential-light commercial) or general contracting business. See **O.C.G.A. § 43-41-2** and the **Board rules** for definitions.

EXAM - You will have to pass an exam as part of the pre-licensure process for this license type.

SECTION 1: PERSONAL INFORMATION

Complete all information requested. Including your email address, as this is how staff communicates with you most of the time. You must be at least 21 years of age to apply for this license.

SECTION 1QA: QUALIFYING AGENT (to be completed by QA applicants only)

If applying as Qualifying Agent, you must submit proof that the business organization for which you are applying is actively authorized and certified to do business in Georgia. Visit the Secretary of State, Corporations Division at **www.sos.georgia.gov/corporations**, to print a copy of your business organization's History page or Letter of Authority. You may appoint yourself as the QA if you are the ONLY authorized agent of the business organization who possesses binding authority.

SECTION 2: WORK EXPERIENCE

Depending on the eligibility requirement you meet under **Board Rule 553-3-.04(3)(c)(1), (2), or (3)** (this is explained on the next page), you must show 1 to 4 years of proven experience. Describe the kind of work you performed for each employer. List the dates of your employment where requested (not the project dates).

<u>For QA applicants</u> - The business organization that is appointing you as the **Qualifying Agent** should be listed under your work experience and should include the employment start date and position title with the organization.

SECTION 3: EMPLOYMENT/PROJECT AFFIDAVIT

You may sign the affidavit <u>as both the applicant and contractor</u> **ONLY** if you have been self-employed for the required number of years.

SECTION 4: EDUCATION (Optional)

This information is required ONLY if you are qualifying under O.C.G.A.§ 43-41-6(d)(3)(A) or (B). Send to the board, in a sealed envelope, an official transcript, diploma, or certification from your accredited college, university, or technical school.

• EDUCATION/EXPERIENCE GRID – use this as a reference as you go through this application.

	College Degree + experience – Four-year degree from an accredited college or
Option A	university in engineering, Architecture, construction management, building
	construction, or related field acceptable to the Division AND one year of work
	experience in the employment of or as a general contractor - or other proven
	experience deemed substantially similar by the Division; equaling at least four years
	in the aggregate; or
	Academic credits + experience - Combination of college-level academic accredited
Option B	courses and proven practical experience working as or in the employment of a
	general contractor or other proven experience deemed substantially similar by
	the Division equaling at least four years in the aggregate; or
	Experience - Total of at least four years of proven active experience working in a
Option C	construction industry-related field, at least two of which shall have been as or in the
	employment of a general contractor, or other proven experience deemed acceptable
	by the Division and at least one of which shall have been in or relating to
	administration, marketing, accounting, estimating, drafting, engineering, supervision,
	or project management, or functions deemed substantially similar by the Division.

SECTION 5 and 5.1: PROJECTS COMPLETED

You must show that within the past 4 years (based on the date you signed this application), that you successful completed at least 2 residential-light commercial projects. You must also submit a reference affidavit from a registered architect, designer, structural engineer, or other (i.e., building inspector or project permit holder) for each project.

SECTION 6: FINANCIAL RESPONSIBILITY and INSURANCE REQUIREMENTS

Answer all of the questions. Submit additional documentation as requested in the application.

- -- **Affirm your NET WORTH.** If you cannot affirm the minimum net worth, a blank Bank Credit Reference form is available online at our website, along with a sample Surety Bond, and Line of Credit sample letter.
- -- **LIABILITY INSURANCE** You must obtain general liability insurance of not less than \$500,000 per occurrence and *submit a signed, current certificate of insurance on an ACORD FORM with your application*.

 Binders, information pages, policies, and declaration pages are not acceptable.

INSURED INFO: INDIVIDUAL APPLICANTS - your name must be listed as the INSURED on the certificate.

QUALIFYING AGENT APPLICANTS - the company for which you are applying to be the

QA must be listed as the INSURED on the certificate (not your name)

CERTIFICATE HOLDER INFO: The certificate must list the State Licensing Board for Residential and General Contractors, 237 Coliseum Drive, Macon, GA 31217 as the CERTIFICATE HOLDER.

-- **WORKERS COMP** - If you are required by Georgia law to have Workers Compensation Insurance, submit proof of such to the board. As of this application version date, Georgia requires Workers Comp if you have 3 or more employees.

SECTION 7: GENERAL INFORMATION

Answer all questions. Submit additional documentation as requested in the application, if applicable.

SECTION 8: APPLICANT AFFIDAVIT, SECURE AND VERIFIABLE DOCUMENT (SVD)

Georgia law requires that the Board verify lawful presence in the U.S. of any natural person 18 years or older who has applied for a state benefit, such as a license, certificate, or registration. See O.C.G.A. §50-36-1.

You are required to submit a copy of a Secure and Verifiable Document (SVD) with this application such as a Driver's License, Passport, or other document, OR a copy of current immigration document(s) which includes either an Alien number or I-94 number and SEVIS number if needed. See O.C.G.A. § 50-36-2.

BOARD LAW AND RULES

You should take time to read over the Laws and Rules for the profession for which you are applying for licensure. This information outlines the rules and regulations you must follow to keep your license in good standing. The Board law and rules are available at: **HERE**. It is your responsibility to know these laws and rules.

VETERANS' PREFERENCE POINTS

Veterans may be eligible for **Veteran's Preference Points** to be applied to their examination scores. To be eligible, you must have served on active duty in the Armed Forces, Reserves, or National Guard for at least 90 days during wartime or during any conflict when military personnel were committed by the President <u>and</u> either served on active duty for at least one year or was discharged for injury or illness incurred in the line of duty. To apply for veterans' preference points, submit a copy of your DD-214 form along with the application.

DISABILITY ACCOMMODATION

Disabled persons requiring accommodation during testing must submit the *Request for Disability Accommodation Guidelines* form along with required documentation for review prior to sitting for the exam.

KEEP A COPY OF YOUR APPLICATION and DOCUMENTS YOU SEND TO THE BOARD

What you send in stays with the board, so don't send originals unless required, and keep copies for your records. We will not return documents to you.

FEES / MAILING YOUR APPLICATION

A \$210 (\$200 application fee + \$10 processing fee) non-refundable fee by check or money order payable to State Licensing Board for Residential and General Contractors must be included with this application.

Mail the completed application, payment, and required documents in a 9 X 12 envelope to Res/Gen Licensing Boards,

237 Coliseum Dr., Macon, GA 31217. Please do not fold or staple your application and documents.



STATE LICENSING BOARD FOR RESIDENTIAL AND GENERAL CONTRACTORS Residential Contractors Division 237 Coliseum Drive, Macon, GA 31217-3858 404-424-9966

www.sos.ga.gov

RESIDENTIAL LICENSE by EXAMINATION LIGHT COMMERCIAL INDIVIDUAL or LIGHT COMMERCIAL QUALIFYING AGENT

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	Date Entered	
	Receipt #	
	Submitted \$	
	Date Issued	

LIGHT COMMERCIAL INDIVIDUAL OF LIGHT COMMERCIAL QUALIFYING AGENT	Date Issued				
Fee \$210 (\$200 application fee + \$10 processing fee) Fees are non-refundable and non-transferrable. Incomplete applications are subject to be administratively withdrawn if any application deficiencies are not submitted within 60 days of notice of such deficiencies.					
I am applying for this license type (select one): Resid	ential Light Commercial Individual (cannot work for a compan	y)			
Resid Use a different application for reciprocity, prior approval, reinstate	ential Light Qualifying Agent (affiliated with a company) ement, or reactivation.				
SECTION 1: PERSONAL INFORMATION					
Legal Name to Appear on License: FIRST, MIDDLE, LAST, SUFFIX Name as shown on exam records, transcripts, or any documental	ation provided to the Board including maiden name (if different):	_			
FIRST, MIDDLE, LAST, SUFFIX/MAIDEN NAME		-			
3. Social Security*: *This information is authorized to be obtained and disclosed to state and federal agencies purs O.C.G.A. § 19-11-1 et seq. and O.C.G.A. § 20-3-295 et seq., 42 U.S.C.A. § 551 AND 20 U.S.C.A. §					
4. Physical Address: (PO BOX NOT ACCEPTABLE) NUMBER AND STREET	APT OR SUITE#	=			
CITY	STATE ZIP	_			
5. Mailing Address: (if different) NUMBER AND STREET OR PO BOX	APT OR SUITE#	_			
CITY	STATE ZIP	-			
6. Daytime Phone#:	Business or Cell Phone#:				
7. Email Address:		_			
☐ Check this box if you are a military spouse or a transition forces or the National Guard.	oning service member of the United States armed				
☐ Check this box if you are requesting Veteran's Prefere	nce Points. Include a copy of your DD-214.				
\square Check this box to affirm that you are at least 21 years	of age (the minimum age to apply for this license type.)				

SECTION 1QA: QUALIFYING AGENT (QA Applicants - com	plete this page; Individual Applicants - skip this page
Applicant Name:	
NOTE: An applicant may appoint himself or herself ONLY if the appli	cant is the ONLY authorized agent
of the business organization who possesses binding authority.	
1. Name and type of Business Organization:	
• •	te of incorporation):
*If the business organization is one other than an LLC or Corporation (pa Division's website) please submit official company formulation documen	
2. Physical Business Address: (PO BOX NOT ACCEPTABLE) NUMBER AND STREET	SUITE#
CITY	STATE ZIP
3. Federal ID # 4. Busin	ness Phone #
QUALIFYING AGE	NT AFFIDAVIT
l,, CE Printed Name of Owner/Partner/Officer	rtify that I am the □ Owner or □ Partner or □ Officer
examination (unless exempted), as required for a Georgia resident of the second of the	authority for all construction work performed by the d that the individual applicant has final approval tract performance, and financial affairs related to such
I understand that should the qualifying agent leave the business affiliated with the business organization, the business organization termination of the relationship and shall have 120 days from the employ another qualifying agent and submit an application for	tion shall promptly notify the appropriate division of the e termination of the qualifying agent's affiliation to
Signature of Owner/Partner/Officer	O.C.G.A. § 45-17-6 requires legible seals for notarized documents. If an embossed seal is used a foil overlay or shading should be applied to make the seal, state, title, name, and county legible when digitized.
Title	
SUBSCRIBED AND SWORN BEFORE ME ON THIS THE	NOTARY SEAL
DAY OF, 20	
NOTARY PUBLIC SIGNATURE My Commission Expires:	

olicant Name:			
Depending on whick years of proven w			r O.C.G.A.§ 43-41-6(d)(3)(A) or (B)., you must show 1 to
			loyer. This page is for work experience, not for specific ates). Your current experience should end with the word
Make additional cop	oies of this pag	ge if needed.	
Employer Name:			What was your Supervisor's Name?
Employer Address: Street			What is the Supervisor's Contractor License#?
City, State, Zip			What was your Supervisor's Job Title?
Dates Employed	From: (mo/yr)	To: (mo/yr)	What was YOUR Job Title?
Describe the work yo			
	_		
Employer Name:			What was your Supervisor's Name?
Employer Name:			
Employer Address:			What was your Supervisor's Name? What is the Supervisor's Contractor License#?
Employer Address: Street			
Employer Address:	From:	To: (mo/yr)	What is the Supervisor's Contractor License#?
Employer Address: Street City, State, Zip	(mo/yr)	(mo/yr)	What is the Supervisor's Contractor License#? What was your Supervisor's Job Title?
Employer Address: Street City, State, Zip Dates Employed	(mo/yr)	(mo/yr)	What is the Supervisor's Contractor License#? What was your Supervisor's Job Title?
Employer Address: Street City, State, Zip Dates Employed	(mo/yr)	(mo/yr)	What is the Supervisor's Contractor License#? What was your Supervisor's Job Title?
Employer Address: Street City, State, Zip Dates Employed	(mo/yr)	(mo/yr)	What is the Supervisor's Contractor License#? What was your Supervisor's Job Title?
Employer Address: Street City, State, Zip Dates Employed	(mo/yr)	(mo/yr)	What is the Supervisor's Contractor License#? What was your Supervisor's Job Title?

SECTION 2: WORK EXPERIENCE

	NLY if you have been self-employed for the required number of years.
	License #
I,	, License #,
•	
solemnly attest and affirm that	
Printed Na	me of Applicant
meets the eligibility requirements for licensure as a residential-li	ight commercial contractor according to one of the of following criteri
construction management, building construction, or other field a	ear college or university in the field of engineering, architecture, acceptable to the division and has at least one year of proven tractor, general contractor, or other proven experience deemed
OR	
	ts from any accredited college-level courses and proven practical stractor, general contractor, or other proven experience deemed to the aggregate. For purposes of this subparagraph, all university
college, junior college, or community college-level courses shall	
college, junior college, or community college-level courses shall OR	
OR O.C.G.A.§ 43-41-6(c)(3)(C). "Has a total of at least four years of proven active experience wo shall have been as or in the employment of a residential contrac	be considered accredited college- level courses;" orking in a construction industry related-field, at least two of which tor, or other proven experience deemed acceptable by the division;"
OR O.C.G.A.§ 43-41-6(c)(3)(C). "Has a total of at least four years of proven active experience wo	be considered accredited college- level courses;" orking in a construction industry related-field, at least two of which
OR O.C.G.A.§ 43-41-6(c)(3)(C). "Has a total of at least four years of proven active experience wo shall have been as or in the employment of a residential contrac	be considered accredited college- level courses;" orking in a construction industry related-field, at least two of which tor, or other proven experience deemed acceptable by the division;"

SECTION 4: EDUC	CATION (completion of this	s section is optional)			
Applicant Name	:				
Education Informa	ntion is required ONLY IF qual	ifying under O.C.G.A.§ 43-	41-6(d)(3)(A) or	(B).	
School Name:					
School Address:					
		NUMBER AND STREET or PO	O BOX		
-	CITY		STATE		ZIP
Dates Attended: _		Major or field studied: _			
Degree Awarded:	None (only academic credit)	Diploma/Certificate	Bachelor	Masters	Doctorate
REMINDER - If qua	lifying with Education, submi	t an official school transcr	ipt.		

5: PROJI	ECT COMPLETED #1	
Name:		
sful perfo	ormance and completion. This project i	ou, as a contractor, had significant responsibility for its must have been underway or finished within four (4) years ation for licensure.
		Name of Licensed Contractor under which the project was completed.
-		The Contractor's License # is: (can be Individual or QA) My employer at the time this project was completed was:
as this?		
	REFERENCE I	LETTER AFFIDAVIT
ce's Nam	e:	
ject was a	s a: ☐ Structural Engineer Lice	(building inspector or project permit holder
NO	If NO , explain:	ommercial contracting abilities, skills, and knowledge?
If NO , e a memb	explain:er of the Licensing Board, would your reco	nd completion of the above-mentioned project?YESNONO
9	signature of Reference	O.C.G.A. §45-17-6 requires legible seals for notarized documents. If an embossed seal is used a foil overlay or shading should be applied
		to make the seal, state, title, name, and county legible when digitized. NOTARY SEAL
DAY OF	, 20	
	Name:Residential straight of performance is city, of the ce's Name is a straight of the	Residential-Light Commercial project in which your saful performance and completion. This project in diately preceding the date you signed this application Date in the date you will be determined by the date your dat

SECTION 5.1: PR	OJECT COMPLETED #2	
Applicant Name: _		
successful per		
Completion Date of Project:		Name of Licensed Contractor under which the project was completed.
The address of the project was: (street, city, state, zip)		The Contractor's License # is: (can be Individual or QA) My employer at the time this project was completed was:
What kind of project was this? Describe it.		
	REFERENCI	E LETTER AFFIDAVIT
1. Reference's N	ame:	
the project was3. Approximately4. To the best of yYESNO	Structural Engineer Li how many years have you known the a your knowledge, is the project information If NO , explain:	License# Designer cense# Other (building inspector or project permit holder) pplicant? on provided by the applicant in the above section accurate? commercial contracting abilities, skills, and knowledge?
•		and completion of the above-mentioned project?YESNO
=	mber of the Licensing Board, would your reconcilinated and selection with the control of the Licensing Board, would your reconcilinated and selection with the control of the Licensing Board, would your reconcilinated and selection with the control of the Licensing Board, would your reconcilinated and selection with the Licensing Board, would your reconcilinated and selection with the Licensing Board, would your reconcilinated and selection with the Licensing Board, would your reconcilinated and selection with the Licensing Board, would your reconcilinated and selection with the Licensing Board, would your reconcilinated and selection with the Licensing Board, would your reconcilinated and selection with the Licensia of the L	commendation be to grant a residential-light commercial contracting
	Signature of Reference	O.C.G.A. §45-17-6 requires legible seals for notarized documents. If an embossed seal is used a foil overlay or shading should be applied to make the seal, state, title, name, and county legible when digitized.
	Signature of Reference	NOTARY SEAL
	ORN BEFORE ME ON THIS THE, 20	
NOTARY PUBLIC SIGN My Commission Exp		

SECTION 6: FINANCIAL RESPONSIBILITY	
Applicant Name:	QAs: ANSWER THIS SIDE
INDIVIDUALS: ANSWER THIS SIDE	Do the business organization's total assets (what
1. Do your total assets (what is owned) exceed your total liabilities (what is owed)? If NO, submit a letter of explanation. □ NO	is owned) exceed the business organization's total
2. Have you paid all state and federal income taxes, payroll withholding taxes, and unemployment taxes as required by law? If NO, submit a letter of explanation and any supporting documentation.	2. Has the business organization paid all state and federal income taxes, payroll withholding taxes, and unemployment taxes as required by law? If NO, submit a letter of explanation and any supporting documentation. □ YES □ NO
3. Have you paid all judgments, taxes, student loans, or child support payments ☐ YES as required by law? If NO, submit a letter ☐ NO of explanation and any supporting documentation.	3. Has the business paid all judgments and taxes as required by law? If NO, submit a letter of □ NO explanation and any supporting documentation.
4. During the last 10 years, have you personally, as an individual, been subjected to an involuntary petition for bankruptcy, been adjudged bankrupt, or sought protection under bankruptcy laws? If YES, submit a letter of explanation, discharge documents, and schedules A, B, D, and F.	4. During the last 10 years, have you personally, as an individual, or has any business entity with which you have been involved filed for bankruptcy, been subjected to an involuntary petition for bankruptcy, been adjudged bankrupt, or sought protection under bankruptcy laws? If YES, submit a letter of explanation, discharge documents, and schedules A, B, D, and F.
5. Do you affirm, as an individual, that you have a minimum net worth of \$25,000? If you do not have, as an individual, a minimum net worth of \$25,000, submit one of the following: (select one) □ YES □ NO	5. Do you affirm that the business organization has a ☐ YES minimum net worth of \$25,000? If NO, submit ☐ NO ONE of the following: ☐ Bank Credit Reference Form reflecting 24 mos. history; or
□ Bank Credit Reference Form, reflecting 24 months history; or□ \$25,000 Surety Bond; or	☐ \$25,000 Surety Bond; or ☐ \$25,000 Line of Credit Letter; or ☐ \$25,000 Letter of Credit.
☐ \$25,000 Line of Credit Letter; or ☐ \$25,000 Letter of Credit.	NOTE – A blank Bank Credit Reference Form, sample Surety Bond, and Line of Credit sample letter is available for download from the Board's website.
NOTE – A blar B ank Credit Reference Form, sample Surety Bond, and Line of Credit sample letter are available for download from the Board's website.	6. Submit a certificate of insurance documenting ☐ YES, that the business organization carries general ☐ I have this to submit \$500,000 per occurrence.
6. Submit a certificate of insurance on an ACORD form documenting that you carry general liability insurance in a minimum amount of \$500,000 per occurrence.	7. Does the business organization carry Workers Compensation insurance as required by state law? Georgia requires Workers Compensation Insurance if you have 3 or more employees. If YES, submit certificate of insurance.
7. Do you carry Workers Compensation insurance as required by state law? Georgia requires Workers Compensation Insurance if you have 3 or more employees. If YES, submit a certificate of insurance.	8. Submit a letter of authority from the Corporations Division showing proof that the business organization for which you are applying as the qualifying agent is actively authorized and certified to do business in Georgia.

SECTION 7: GENERAL INFORMATION		
Applicant Name:		
1a. Have you ever been arrested, charged, convicted, or sentenced offense? YESNO	for any felony, misc	lemeanor, DUI, DWI, or other
1b. Have you ever entered a plea of guilty, nolo contendere, or bee misdemeanor, DUI, DWI, or other offense?YES	en given First Offend NO	er status for any felony,
 If YES on Question 1a or 1b, you must submit the following: a signed letter of explanation for each offense; and a certified copy of court documents showing arrest, dis conviction/sentencing documents with a judge's signat a statement (on official letterhead) from your probatio completion of any probation/parole. 	ure; and	·
 2. Has any licensing board or agency in any state, including Georgia reprimanded, fined, or disciplined you?YES denied issuance of licensure, renewal, or reinstatemen revoked, suspended, restricted, sanctioned, or probate requested or accepted surrender of your license? 	NO t?YES1	NO YESNO
If YES to any question in #2, submit a signed letter of explana against your license with relevant supporting documents.	ation and a <u>certified</u>	copy of the action taken
3. INDIVIDUAL APPLICANTS ONLY: (QA applicants can skip this of Will you be conducting business as a sole proprietor using a trail of YES, list the trade name and physical address of the company through this license.	ade name?	□ NO I be affiliated
TRADE NAME		
NUMBER AND STREET (PO BOX NOT ACCEPTABLE)		APT OR SUITE#
CITY	STATE	ZIP
Reminder - To perform work on behalf of a business organ	ization (limited liabilit	y company, corporation,



Reminder - To perform work on behalf of a business organization (limited liability company, corporation, partnership, business trust, joint venture, or other legal entity), you must submit the Qualifying Agent application.

If you are a sole proprietorship, you should be applying for an Individual license.

SECTION 8: APPLICANT AFFIDAVIT

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):

with respect to ms/ ne	in application for a public benefit (e	neck one).
Please su	nited States citizen. bmit a copy of your current Secure ent as indicated on the Board's we	e and Verifiable Document(s) such as driver's license, passport, ebsite.
OR		
I am eithe the Feder Security o	al Immigration and Nationality Act or other federal immigration agency	e United States or I am a qualified alien or non-immigrant under with an alien number issued by the Department of Homeland /. Please submit a copy of your current immigration en number or your I-94 number and, if needed, SEVIS number.
	icant also hereby verifies that he o document, as required by O.C.G.A.	r she is 18 years of age or older and has provided at least one § 50-36-1(e)(1), with this affidavit.
false, fictitious, or frag 20, and face criminal	udulent statement or representation penalties as allowed by such crimin	rstand that any person who knowingly and willfully makes a on in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10 al statute. I also understand that any failure to make full and the Board for which I am applying for licensure.
		Printed Name of Applicant
		Signature of Applicant
SUBSCRIBED AND SWOF	RN BEFORE ME ON THIS THE	O.C.G.A. §45-17-6 requires legible seals for notarized documents. If an embossed seal is used a foil overlay or shading should be applied
DAY OF	, 20	to make the seal, state, title, name, and county legible when digitized. NOTARY SEAL
NOTARY PUBLIC SIGNAT My Commission Expires		