



Commercial General Contractors Division

STATE LICENSING BOARD FOR RESIDENTIAL AND COMMERCIAL GENERAL CONTRACTORS

237 Coliseum Drive, Macon, GA 31217

404-424-9966 - www.sos.ga.gov

COMMERCIAL CONTRACTOR LICENSE APPLICATION to be acquired by EXAMINATION

You can use this application to apply for the following types of licenses:

- Unlimited Individual, (just you, not part of a company/no financial limit on construction projects) or
- Unlimited Qualifying Agent, (you work with a company/no financial limit on construction projects) or
- Limited Tier Individual (just you, not part of a company/there is a one million dollar limit on projects), or
- Limited Tier Qualifying Agent (you work with a company/there is a one million dollar limit on projects)

You must have Commercial Construction experience to apply for this license type. If you only have residential work or handyman work - and have NO commercial construction experience - you will not meet the requirements for this license type.

You must pass these tests to be considered for licensure:

- Georgia Business/Law Examination
- NASCLA (National Association of State Contractors Licensing Agencies) **If you have already passed the NASCLA exam**, you will have to purchase a transcript to provide the scores to the Board.

DON'T SUBMIT THIS APPLICATION if you want to apply by PRIOR APPROVAL, REINSTATEMENT, RECIPROCITY, or for a Residential Contractor License. There are different forms to complete for those.

Do I apply as an INDIVIDUAL or as a QUALIFYING AGENT? ([Rule 553-4](#)) Which of these describes your situation?

INDIVIDUAL LICENSE	QUALIFYING AGENT LICENSE
<ul style="list-style-type: none"> • Individual means a person is working for themselves as sole proprietor or under a trade name. • Individual license is not for a company license and cannot be used in conjunction with a company (registered with Corporations - LLC, INC). • Finances and Insurance will be in YOUR NAME ONLY (not in a company name). 	<ul style="list-style-type: none"> • Qualifying Agents can ONLY work on behalf of a company that is registered with the Corporations Division (LLC, Inc). They are the responsible party for the company. • Finances and Insurance will be in the COMPANY NAME ONLY (not in the individual's name).

Still not sure? Read over the [comparison chart](#). You can also find information in the Laws and Rules: [Laws and Rules](#)

→ How can I get my application processed quickly?

- Fill out all information asked in the application. Missing information may result in a deficiency letter, which stops the application review process until the missing information is received.
- Submit all of the documents that are requested, including your SVD (driver's license, passport, etc.).
- A Certificate of Insurance is required before a license is issued but is not required as part of the application.
- Have your documents properly notarized where indicated.
- Answer all of the questions. If a question doesn't apply to you, write in "n/a" or "not applicable."
- Make sure we can reach you by providing a valid email address. If no email is provided, expect delays in the process. Staff communicates mostly by email and these emails often land in a spam folder.
- Write legibly or type the information on the application, please.

→ **Remember to send in these items:**

- Certificate of Insurance (COI) - required before a license can be issued. No longer required as part of the application. Remember - the COI insured and certificate holder information are listed on the COI as required!
- Your driver's license, passport, current immigration document, or other acceptable documents (SVD - Secure and Verifiable Document) as listed here: [SVD Info Page](#).
- Payment of \$210 (\$200 application fee + \$10 processing fee). These fees are non-refundable.
 - Payable by check or money order to State Board for Residential and General Contractors. Checks returned for insufficient funds will be assessed a service charge pursuant to O.C.G.A. § 16-9-20.

→ **Keep copies of what you send us! If a document gets lost, we'll ask you to send it again. Keep copies!**

Mail your app and info to us: Professional Licensing Boards Division, Commercial General Contractors, 237 Coliseum Dr., Macon, GA 31217.

- **PLB has a Withdraw if Incomplete Policy.** If we notify you that your application is incomplete, you have 60 days to submit the requested information. If not received by the deadline, your application will be administratively withdrawn and you'll have to start the application process again, including fee payment.

If you are a Veteran - read this:

- Honorably Discharged Veterans may be eligible for Veterans Preference Points (VPP) which would be applied to test scores. Limitations apply. Visit [Veteran and Service Member Information](#) for details. You must submit your DD-214 Long Form for consideration of VPP Points.

If you need testing accommodations - read this:

- If you need testing accommodations due to a disability, complete the Request for Disability Accommodation Guidelines Form at [Accommodation Info and Form](#).
- Incomplete applications are subject to be administratively withdrawn if any deficient items are not submitted within 60 days of the deficiency notice.

→ **EDUCATION/EXPERIENCE GRID** – You have to choose one of the following in Section 4 of the application as your qualifying level:

Option A <i>College Degree + experience</i>	Choose Option A if you have a 4-year degree in engineering, architecture, construction management, or building construction AND at least 1 year of verifiable experience employed by or working alongside a licensed commercial general contractor. The board may consider acceptance of a degree in a related field, and may consider substantially similar experience totaling at least 4 years in the aggregate.
Option B <i>Academic credits + experience</i>	Choose Option B if you have some college credits AND verifiable experience totaling an aggregate of at least 4 years. (education combined with experience)
Option C <i>Experience</i>	Choose Option C if you have at least 4 years of verifiable experience. At least 2 of the 4 years must be working in a construction industry-related field employed by or working alongside a licensed commercial general contractor, and at least 1 of the 4 years must be experience relating to administration, marketing, accounting, estimating, drafting, engineering, supervision, or project management, or functions deemed substantially similar by the Division.



COMMERCIAL GENERAL CONTRACTORS DIVISION

State Licensing Board for Residential and
Commercial General Contractors
237 Coliseum Drive, Macon, GA 31217-3858
404-424-9966 - www.sos.ga.gov

Date Entered	_____
Receipt #	_____
Submitted \$	_____
Date Issued	_____

**COMMERCIAL GENERAL CONTRACTOR
APPLICATION FOR LICENSURE BY EXAMINATION**

APPLICANT'S NAME: _____ DATE: _____

→ **READ THIS BEFORE YOU START FILLING OUT THE APPLICATION!**

- In Georgia, the term **Commercial General Contractor** refers to **commercial** construction, which can be unlimited (general contractor license) OR limited by a financial cap (limited tier contractor license).
- This application is for commercial construction - not residential or residential light commercial.
- You must have commercial construction experience to apply for this license type. If you only have Residential experience, don't submit this application. You may want to complete a Residential Contractor Application instead.
- If you cannot give examples of verifiable commercial construction experience, don't apply until you have some experience. The Board looks at each app, the experience noted, and checks your references.
- **Here's what will make your application process take a long time** -- incomplete pages -- not submitting your SVD (driver's license, passport, etc.) -- not having pages notarized -- not taking the time to explain on this application your experience and what makes you qualified to be a commercial general contractor.
- There are instructions and guides for each Section to help you complete the application properly. Read those. Make sure you follow the instructions and answer all questions along the way.

→ **Initial: _____ I have read the above information and determined that this is the correct application. (If true, keep going to complete the application).**

Fee: \$210 (\$200 application fee + \$10 Processing Fee) - Fees will not be refunded.

Check, Money Order, Certified or Cashier's Check accepted. Do not send cash.

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

→ **NOTE: Return this page with your application.**

SECTION 5: AFFIDAVIT OF ELIGIBILITY (Eligibility Option)

→ ***This form is to be signed by a licensed commercial general contractor who knows that you meet one of the eligibility requirements below. This form must list their name, their license number, and include their notarized signature, along with your signature. If the contractor signing this form is not a listed employer, explain how they know of your experience.***

I, _____, a Licensed Commercial General Contractor, License # _____,
Name of Licensed GC (not a company) List the person's license #, not the company' #.

attest and affirm that _____ meets the eligibility requirements for licensure as a
Printed Name of Applicant

a commercial general contractor according to one of the following criteria (*select one of the Options below*). My connection to this applicant is: _____ (*i.e., employer, supervisor, co-worker*)

Option A - (Education + Experience) "Has received a baccalaureate degree from an accredited four-year college or university in the field of engineering, architecture, construction management, building construction, or another field acceptable to the division **and** has at least 1 year of proven experience working as or in the employment of a commercial general contractor or has other proven experience deemed substantially similar by the division;" O.C.G.A. §43-41-6(d)(3)(A)

OR

Option B - (Academic credits + Experience) "Has a combination acceptable to the division of academic credits from any accredited college-level courses and proven practical experience working as or in the employment of a commercial general contractor or other proven experience deemed substantially similar by the division equaling at least 4 years in the aggregate. For purposes of this subparagraph, all university, college, junior college, or community college-level courses shall be considered accredited college-level courses;" O.C.G.A. § 43-41-6(d)(3) (B),

OR

Option C - (Experience) "Has a total of at least 4 years of proven active experience working in a construction industry-related field, at least 2 of which shall have been in the employment of a commercial general contractor, or other proven experience deemed acceptable by the division and at least 1 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." O.C.G.A. § 43-41-6(d)(3)(C),



Signature of Applicant



Signature of licensed Commercial General Contractor named above

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

_____ day of _____, 20 _____



NOTARY PUBLIC SIGNATURE

My Commission Expires: _____

NOTARY SEAL

SECTION 6: WORK EXPERIENCE

APPLICANT'S NAME: _____

- Complete each section below. Not enough room? Add more pages to show your experience, if needed.
- The Eligibility Option you selected in Section 5 (A, B, or C) will determine the minimum number of years of **VERIFIABLE** experience you must list. [EDUCATION/EXPERIENCE GRID](#).
- Be detailed in the type of work you did/do for each employer listed. Add more pages if you run out of room on this form.
- If you only have residential experience to list, this is NOT the right application for you. You must have some commercial construction experience listed.

	<i>Employer & Experience - #1</i>	<i>Employer & Experience - #2</i>
What is/was your Employer's Name?		
What is/was your Employer's Address?	<p>Street _____ Suite # (if applicable) _____</p> <p>City, State, Zip _____</p>	<p>Street _____ Suite # (if applicable) _____</p> <p>City, State, Zip _____</p>
What is/was your Direct Supervisor's name and license number?	<p>Supervisor's Name _____ License # _____</p>	<p>Supervisor's Name _____ License # _____</p>
When were you employed at this company (month & year)? List dates of employment; NOT project dates.	<p>From ____ / ____</p> <p>To ____ / ____</p>	<p>From ____ / ____</p> <p>To ____ / ____</p>
What was your job title at the company?		
<p>What type of work did you do for this employer?</p> <p>Provide details of your skill and knowledge (i.e. "ground - up" construction; commercial work; scope of work; variety of work)</p> <p><i>More details help the board understand your level of experience!</i></p>	?	

Add more employer information on the next page, if needed.

"Commercial General contractor" means a contractor whose services are unlimited as to the type of work which he or she may do, subject to the financial limitations as may be imposed by a subclassification created pursuant to paragraph (8) of subsection (b) of Code Section 43-41-5, and who may contract for, undertake to perform, submit a bid or a proposal or otherwise offer to perform, and perform any activity or work as a contractor requiring licensure under this chapter including within its scope any work requiring licensure under Chapter 14 of this title; provided, however, that any work contractually undertaken by a commercial general contractor in the nature of electrical contracting, plumbing, conditioned air contracting, low voltage contracting, or utility contracting which falls within the licensing requirements of Chapter 14 of this title may not be performed by the commercial general contractor but shall only be performed by a person who is duly licensed to perform such work under Chapter 14 of this title. The construction of all private, commercial, institutional, industrial, public, and other buildings and structures under contract with or engagement directly by an owner shall be undertaken by a commercial general contractor, except as otherwise expressly set forth in or excluded from operation of this chapter.

SECTION 6: WORK EXPERIENCE (continued)

APPLICANT'S NAME: _____

	<i>Employer & Experience - #3</i>	<i>Employer & Experience - #4</i>
What is/was your Employer's Name?		
What is/was your Employer's Address?	_____ <i>Street Suite # (if applicable)</i> _____ <i>City, State, Zip</i>	_____ <i>Street Suite # (if applicable)</i> _____ <i>City, State, Zip</i>
What is/was your Direct Supervisor's name and license number?	_____ <i>Supervisor's Name License #</i>	_____ <i>Supervisor's Name License #</i>
When were you employed at this company (month & year)? List dates of employment; NOT project dates.	From ____ / ____ To ____ / ____	From ____ / ____ To ____ / ____
What was your job title at the company?		
What type of work did you do for this employer? Provide details of your skill and knowledge (i.e., ground - up construction? commercial work? scope of work? variety of work?) <i>More details help the board understand your level of experience!</i>		

Do you have at least 2 years of experience coordinating multiple trades? YES NO

If Yes, which trades: _____

Do you have at least 1 year of experience holding a position in or related to construction administration, marketing, accounting, estimating, drafting, engineering, supervision, or project management? YES NO

If yes, provide a brief description of those duties: _____

Are you a specialty contractor? YES NO

Visit this page for info about Specialty work/contractors: [Specialty Contractor Information](#)

If Yes, list and describe some of the real property improvements you have completed:

SECTION 7: COMPLETED PROJECT & PROJECT REFERENCE AFFIDAVIT

APPLICANT'S NAME: _____

NOTE: If you only have residential experience, you may not qualify for this commercial license type!

List a **commercial** project over which you supervised within the last 5 years; AND

- you worked with a licensed Architect or Engineer (of record); and
- had general oversight and primary management responsibility for successful performance and completion.

I worked on this Commercial Project: (project name):	Project Completion Date:
Project Street Address:	The name of the licensed contractor for this project was:
Project City and State:	The License # for the contractor noted above is:
Approximate Size (sf):	Project Dollar Value:
Tell us about the project - scope, size, type of project, etc.	

PROJECT REFERENCE AFFIDAVIT - the person signing this affidavit is affirming your work on and responsibility for the above-listed project. This is someone who worked with you on this project.

Name of Reference:		
Address, City, State, Zip:	What is the Reference's Relation to the Project?	Registered Architect - Lic # _____
Phone Number:		Professional Engineer - Lic # _____
Email (if applicable):	State of Issuance:	Building Official- _____

1. Is the project information above accurate? YES NO If **NO**, explain: _____
2. In your opinion, on this project, did the applicant reasonably demonstrate the abilities, skills, and knowledge of general contracting? ___ YES ___ NO If no, explain: _____
3. What is your opinion of the applicant's general contracting abilities, skills, knowledge, and integrity? _____
4. Based upon the information presented and your knowledge of this applicant, do you recommend that he/she be granted a general commercial contracting license by the state board, provided he/she passes the exam and meets other licensure requirements? ___ YES ___ NO If no, explain: _____



Signature of Reference

Date

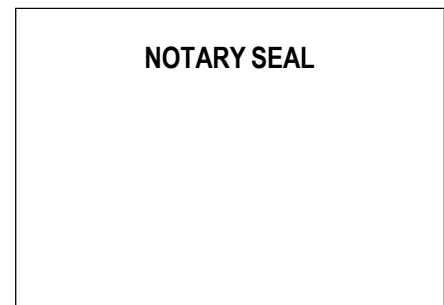
SUBSCRIBED AND SWORN BEFORE ME

On this the ____ day of _____, 20 ____



NOTARY PUBLIC SIGNATURE

My Commission Expires: _____



SECTION 8: FINANCIAL RESPONSIBILITY

Applicant Name: _____

Financial audits, reviews, or compilations are no longer required to be submitted with the application. However, the Board reserves the right to request such documentation should there be a reason to make such a request.

INDIVIDUALS: ANSWER THIS SIDE

- 1a. **↑** Unlimited Individual applicants: I affirm that I have a minimum net worth of \$150,000. **↓** If NO, submit a letter of explanation. YES NO
- or
- 1b. **↓** Limited Tier Individual applicants: I affirm that I have a minimum net worth of \$25,000. **↓** If NO, submit a letter of explanation. YES NO
-
2. For the 3 previous years, have you paid all state and federal 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 as required by law? **↓** If NO, submit a letter of explanation and any supporting documentation. YES NO
-
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. YES NO
-
5. A current ACORD Certificate of Insurance (COI) showing YOU as the insured (not a company), documenting that you carry general liability insurance in the amount of \$500,000 per occurrence is required before licensure. **↓** The Certificate Holder must be the State Licensing Board for Residential and Commercial General Contractors, 237 Coliseum Dr., Macon, GA 31217. Insurance is not required to be submitted with the application.
-
6. Do you carry Workers Compensation Insurance as required by state law? **↓** *In Georgia, this is required if you have 3 or more employees. If YES, include this information on your Certificate of Insurance.* YES NO

QAs (agent for company): ANSWER THIS SIDE

- 1a. **↑** Unlimited QA applicants: I affirm that this company has a minimum net worth of \$150,000. **↓** If NO, submit a letter of explanation. YES NO
- or
- 1b. **↓** Limited Tier QA applicants: I affirm that this company has a minimum net worth of \$25,000. **↓** If NO, submit a letter of explanation. YES NO
-
2. Has the business 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. Has the business paid all judgments and taxes as required by law? **↓** If NO, submit a letter of explanation and any supporting documentation. YES NO
-
4. During the last 10 years, have you personally, as an individual, or has any business 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. YES NO
-
5. A current ACORD Certificate of Insurance (COI) showing the company as the insured (not you) and documenting that the company carries general liability insurance in the amount of \$500,000 per occurrence is required before licensure. **↓** The Certificate Holder must be the State Licensing Board for Residential and Commercial General Contractors, 237 Coliseum Dr., Macon, GA 31217. Insurance is not required to be submitted with the application.
-
6. Does the business carry Workers Compensation Insurance as required by state law? **↓** *In Georgia, this is required if you have 3 or more employees. If YES, include this information on your Certificate of Insurance.* YES NO
-
7. **CORPORATE AUTHORITY-** Submit a copy of your Certificate* from the Corporations Division as proof that the business organization for which you are applying as a Qualifying Agent is actively authorized and certified to do business in Georgia. Without it, your application will be considered incomplete. **This certification is known as a Certificate of Incorporation or Organization or Authorization.*

SECTION 9: GENERAL INFORMATION

APPLICANT'S NAME: _____

1. NASCLA Exam – The Board will notify applicants when they have been approved to sit for the exam. However, in some instances, an applicant may have already taken the NASCLA exam.

- Have you previously passed the NASCLA exam? YES NO If yes, when (date)? ___/___/_____
- And if yes, please purchase your NASCLA transcript (<https://ned.nascla.org>) to be submitted to the Georgia State Licensing Board for Residential and General Contractors.
- Have you previously passed the Business and Law exam? YES NO If yes, when (date)? ___/___/_____

2a. Have you **ever** been arrested, charged, convicted, or sentenced for any felony, misdemeanor, DUI, DWI, or other offense? YES NO

2b. Have you ever entered a plea of guilty, nolo contendere, or been given First Offender status for any felony, misdemeanor, DUI, DWI, or other offense? YES NO

If YES on Question 2a or 2b, you must submit the following:

- a signed letter of explanation for each offense; and
- a certified copy of court documents showing arrest, dismissal, or final court disposition - conviction/sentencing documents with a judge's signature; and
- a statement (on official letterhead) from your probation/parole officer regarding your status or completion of any probation/parole.

3. Has any licensing board or agency in any state, including Georgia, ever:

- reprimanded, fined, or disciplined you? YES NO
- denied issuance of licensure, renewal, or reinstatement? YES NO
- revoked, suspended, restricted, sanctioned, or probated your license? YES NO
- requested or accepted the surrender of your license? YES NO

If YES to any question in #3, submit a signed letter of explanation and a **certified** copy of the action taken against your license with relevant supporting documents.

4. List your professional certifications and professional licenses (with license # and state issued) that you currently hold.

NOTE: If licensed in a state other than Georgia, submit a Verification of Licensure from each state in which you hold a professional license.

SECTION 10: 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 do 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, and I am submitting a copy of my _____ to meet this requirement **(submit a copy of your current Secure and Verifiable Document(s) (SVD) such as driver’s license, passport, or document as indicated on the Board’s website.)** [SVD Info Page](#).

-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 another 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.

Printed Name of Applicant



Signature of Applicant

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

_____ DAY OF _____, 20 _____



NOTARY PUBLIC SIGNATURE
My Commission Expires: _____

NOTARY SEAL