



**STATE OF TENNESSEE  
DEPARTMENT OF COMMERCE AND INSURANCE  
BOARD FOR LICENSING CONTRACTORS**

Mailing Address: 500 JAMES ROBERTSON PARKWAY  
NASHVILLE, TENNESSEE 37243-1150  
TELEPHONE: 800-544-7693 or TDD - New License: (615) 532-3983 / Revised License: (615) 253-5741  
FAX (615) 532-2868  
<http://tn.gov/commerce/boards/contractors/>

## Hardship License – Request for Early Review

In order for a contractor to be reviewed prior to the next scheduled Board meeting, to obtain a new or revised license, they must meet the criteria as an undue hardship on the owner or be in the best interest of the public safety and welfare. See T.C.A. § 62-6-111(k)(3) and Rule 0680-1-.02(2).

Contractors must complete the application process, in its entirety, to be considered and provide a written request, describing the hardship, from the owner (not the contractor). The hardship letter must include: details of the hardship; reason the application process must be rushed; the need to use this particular contractor and not a contractor who already has a license; describe the project and location; and the bid date. See page two (2) for important delivery instructions!

Pursuant, T.C.A. § 62-6-109, Public Chapter 191, any applicant meeting the hardship criteria and approved, their license information must be posted on the website and ratified at the Board's next scheduled meeting. The contractor will be issued a letter confirming approval and a license certificate will be mailed after the Board meets. License certificates are issued and mailed after the full Board votes for approval and the license information will be available on the website after the Board meeting at: <http://licsrch.state.tn.us/>

### HARDSHIP LICENSE REQUEST

Name of Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_-\_\_\_\_; Fax: (\_\_\_\_) \_\_\_\_-\_\_\_\_; Email: \_\_\_\_\_

Owner of Project: \_\_\_\_\_

Project Name and  
Location: \_\_\_\_\_

Type of Work/Classification Needed: \_\_\_\_\_

Monetary Limit Needed for Project: \_\_\_\_\_ Date Needed/Bid Due: \_\_\_\_\_

*As contractor requesting an early review, I  **\*HAVE**  **HAVE NOT** bid, offered to engage or performed any work without the appropriate license, which would be in violation of T.C.A. 62-6-120, and would prevent participating or rebidding on project.*

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Date

\*If you checked "HAVE", you will not qualify for an early review to receive a license prior to the Board meeting. Please attach a detailed explanation and you will be scheduled for an interview at the Board's next meeting. Violation of this law may prevent a license from being granted for six (6) months and subject to civil penalties, T.C.A. § 62-6-120.

### **ATTACH HARDSHIP LETTER FROM OWNER**

Please attach a signed letter from the owner, on their letterhead with their address and telephone information. Letter must include details of the project, bid date, name or type of project, location and describe the hardship; the need to expedite license, such as: specialized work is related to contractor's experience or the need for additional licensed contractors to obtain competitive bids, etc.

## Delivery and Submitting the Hardship Request

Due to mail handling and delivery policies (*fees and mail are not deliverable to our physical office*); the following is information relative to submitting the completed application, with the hardship request and letter from the owner, for a new license or revision:

- If sending by mail (*regular, express, UPS, FedEx, etc.*) or, if hand delivering with fees, please notify the office by email or fax and send/deliver application to:

**Mailing Address**  
Contractor's Board  
500 James Robertson Parkway  
Nashville, TN 37243-1150

*(Please note, due to the departmental mail room procedures, state mail takes approximately 5 to 7 business days for delivery to our office; overnight mail takes two (2) days. If needing immediately, must send a copy by email or fax.)*

- If hand-delivering revisions to our office, without a fee, our physical location is at: 710 James Robertson Parkway; 3<sup>rd</sup> Floor of the Andrew Johnson Tower (*Note: Mail delivery and fees cannot be accepted in our physical office; must be hand delivered to the Cashier's office located on the First Floor of the Davy Crockett Tower, at the mailing address above, or mailed. The mail room and cashier's office is next door to our physical location*).
- If sending the application electronically or by fax, you may photocopy the front page of the application and mail it with the fee (*check or money order; no cash*), to the mailing address above, and by making a notation on the application faxed or scanned, that the fee was sent separate. Fax and email information is as follows:

Fax: (615) 532-2868

Revision Email: [Karen.Baker@tn.gov](mailto:Karen.Baker@tn.gov)

New License Email: [Katherine.Holliman@tn.gov](mailto:Katherine.Holliman@tn.gov)

For more information relative to the application process, please refer to our website at: <http://tn.gov/commerce/boards/contractors/>