



## BOARD FOR LICENSING CONTRACTORS

500 JAMES ROBERTSON PARKWAY  
NASHVILLE, TENNESSEE 37243-1150  
(615) 741-8307 / FAX: (615) 532-2868

Website: <http://www.tn.gov/commerce/section/contractors-home-improvement>

Email: [Contractor.App@tn.gov](mailto:Contractor.App@tn.gov) / Online Application: <http://core.tn.gov/>

# ***Emergency Temporary Contractor's License Request Examination Waiver***

In accordance with [Executive Order 85](#) by Governor Bill Lee, item #12 states a temporary contractor's license may be issued to provide for the protection of the health, safety and welfare of the public. Qualified contractors may apply for an examination waiver for a temporary six (6) month contractor's license. This provision is available to contractors wanting a license to assist victims affected by the severe weather and flood damage on August 21, 2021. To obtain a license examination waiver, the license applicant must have sufficient experience and knowledge in the field of contracting for the license classification requested. Applicants will need to complete the application process in its entirety, with the exception of the examinations, to obtain an emergency temporary contractor's license. In addition, Item#19 of the Executive Order exempts a contractor's license with a Heavy Construction (HC) classification to perform storm damage cleanup. This order license remains in effect until October 20, 2021.

### **1. EMERGENCY TEMPORARY LICENSE REQUEST**

Contractor's Business

Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

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

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

### **2. PROVIDE NOTARIZED STATEMENT REGARDING LICENSE USE TO ASSIST VICTIMS**

- Provide a notarized statement confirming this license will be used to assist victims in Humphreys county to provide for the protection of the health, safety, and welfare of the public in accordance to Executive Order #85 and include the type of work to be performed. Attach statement to online application.

### **3. COMPLETE "INITIAL TEMPORARY CONTRACTOR" LICENSE APPLICATION"** available online at: <http://core.tn.gov/>

Complete the "Initial Temporary Contractor License Application" online with the exception of the exams. The licensing instructions are available on the website at: <https://www.tn.gov/commerce/regboards/contractor> The application fee for a six (6) month license has been prorated from \$250 to **\$60.00**. Attach this page to application.

### **4. DISCLOSURES AND SIGNATURE**

As the contractor requesting an emergency temporary license,

☐ **\*HAVE** or ☐ **HAVE NOT** engaged in unlicensed contracting which would be in violation of T.C.A. § 62-6-120.

☐ **\*HAVE** or ☐ **HAVE NO** history of construction complaints in any state; and

☐ **\*HAVE** or ☐ **HAVE NOT** been convicted of a felony.

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

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**

\*If you checked "HAVE", you may not qualify for an emergency temporary license with an examination waiver. Please send a detailed explanation before completing the application process and email to: [Contractor.App@tn.gov](mailto:Contractor.App@tn.gov)

[8/25/2021]

## ★ Temporary Contractor License Request ★

Before applying for a contractor's license, you'll first need to contact a licensed CPA to prepare a Reviewed or Audited financial statement which can take a CPA several weeks to prepare. The online application will require attaching your CPA prepared financial statement; reference; certificate of insurance for general liability and workers' compensation coverage; list of experience; and corporate/LLC entities will need to provide proof where they have registered with the Tennessee Secretary of State. In addition, please attach page one (1) of this completed request form with the notarized statement that this license will be used to assist victims in Humphreys county and include the type of work. *Note: The business name on the license should not be similar to another active contractor's license. Please check contractor license names at: <http://verify.tn.gov/>*

- After getting all documents scanned to attach, complete the online license application for an **"Initial Temporary Contractor License"** after setting up an online account at: <http://core.tn.gov/>
  - Go to: "Contractors: Contractors and Ltd Licensed Plumbers"
  - Select: **"Initial Temporary Contractor"**
- Instructions and forms resource for attachments to the online application is available at: <https://www.tn.gov/content/dam/tn/commerce/documents/regboards/contractors/forms/BLC-OnlineApplicationResource.pdf>
- The prorated application fee is \$60.00 for a six (6) month temporary contractor's license and may pay online.
- Contractors may use these same documents to apply for a two (2) year contractor's license after passing the exams.
- If you have questions, you may send by email [Contractor.App@tn.gov](mailto:Contractor.App@tn.gov) or call the Board's office at 615-741-8307.
- The emergency temporary license will be processed quickly and should receive a response within 3 to 5 days.

Item #19 of Executive Order 85 allows contractors to perform storm damage cleanup under the Heavy Construction (HC) classification, resulting from the severe weather in Humphreys county, without a contractor's license. This order remains in effect until October 20, 2021.

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## ★ License Expiration ★

Please note, this temporary license is issued for **six (6) months** and is not renewable. Contractors wanting to continue to perform work as a licensed contractor should take steps to pass the exam(s) prior to the temporary license expiring. We will use the same documents from the temporary license application request (*financial statement, insurance, list of experience, reference*) when applying to obtain a two (2) year contractor's license.

Be sure to keep in consideration to **not start any work on a project where your license may expire** before completing to avoid license law violations.

Thanking you in advance for your willingness to help the victims from the flooding caused by severe weather.