

## Tennessee Board for Licensing Contractors

500 James Robertson Pkwy., Nashville, TN 37243-1150; Telephone: 800-544-7693

Website: <http://tn.gov/commerce/regboards/contractors.html> Email: [rhonda.m.emanuelson@tn.gov](mailto:rhonda.m.emanuelson@tn.gov) (615)741-8307

### REVISION - ADD CLASSIFICATION - Check-List (No Fee Required)

1. \_\_\_ If a trade exam is required and you have not taken, you may check the website for exam information. Some classifications do not require a trade exam; environmental specialties require “certifications” (see pages *i – ix* of the classification outline requiring an exam or certifications). Exam information is available in the “Candidate Information Bulletin” or online at: <http://candidate.psiexams.com>
  - The “Business and Law” exam is not required to be taken for a revision.
  - Tennessee has a trade exam waiver (reciprocal) agreement with several licensing agencies in: Alabama (except Plumbing); Arkansas (General); Georgia (Commercial); Louisiana, Mississippi, North Carolina (Commercial/Residential); Ohio (Electrical/Mechanical); and South Carolina. May submit the attached exam verification form [page 5] in lieu of re-taking trade exam.
2. \_\_\_ Complete “Revision (Add Class) Application” [pages 1 -3]. Be sure to check “**HAVE or HAVE NOT bid**”; list the qualifying agent information and sign. Entities may designate a full time employee or officer as the Qualifying Agent (QA). If the QA does not have a majority ownership, must complete the “Power of Attorney” form, [page 4]. See TCA § 62-6-115 and Rule 0680-1-.02
  - If you checked “**HAVE bid**”, this is considered a violation of the law; please attach an explanation; may be notified by the Board that the revision has been held for six (6) months and/or a civil penalty may be assessed. May review the law under T.C.A. § 62-6-120.
3. \_\_\_ Send “Revision Add Classification” to board’s mailing address: **Contractors Board, 500 James Robertson Pkwy., Nashville, TN 37243-1150**, and include experience information with a copy of “applicable” trade exam score, training certificates or Power of Attorney. Revision applications are due at the end of the month, prior to the Board meeting. The Board meets during the months of January, March, May, July, September and November. No fee for this service!
  - Revision requests must be approved by the Board at their regularly scheduled meetings. Do not contract until you receive approval. You may check the Board’s website for meeting dates and approval status online at: <http://verify.tn.gov/> Do not submit the revision with a renewal; send separately to ensure it goes to the revision section.
  - If the revision is needed prior to the next Board meeting, the contractor may qualify for an early review should they meet the “Hardship” criteria (see <http://www.tn.gov/regboards/contractors/documents/HardshipRequestForm.pdf> ).
4. \_\_\_ Upon receipt of your revision request, the Board will notify you if additional information is needed. After the Board meets, you will be mailed a revised license; OR - If denied, a letter will be sent notifying you. If revising a license during renewal time, you may receive two (2) license certificates (renewal and revised).

**NOTE: DO NOT SUBMIT REVISIONS WITH A RENEWAL!!**



BOARD FOR LICENSING CONTRACTORS

500 JAMES ROBERTSON PKWY
NASHVILLE, TN 37243-1150

TELEPHONE: (615) 741-8307 or 800-544-7693 or FAX: (615) 532-2868

Website: http://tn.gov/commerce/regboards/contractors.html/ Email: rhonda.m.emanuelson@tn.gov

No Fee Required

REVISION (Add Class) - Application

LICENSE ID#000 License Expiration Date: / /

LICENSE NAME:

ADDRESS:

( No - Yes - The above is a new address)

Telephone: ( ) - Cell: ( ) - Fax: ( ) -

Email:

This is to request Board review to add the following classification(s)

Trade Exam Score: - Attached; - Reciprocity; - Not Applicable

Empty box for classification details

As licensee, I [ ] HAVE or [ ] HAVE NOT bid or performed construction in which we are not properly licensed. (If you checked 'HAVE', please attach an explanation.)

(Owner/Officer Signature) Date (Print Name of Qualifying Agent Designated)

\*If you checked 'HAVE bid' please attach an explanation!

Please attach a list of experience with QA information (pages2-3); and copy of applicable trade exam scores.

\*\*\*\*\*

DO NOT WRITE IN THIS SECTION FOR OFFICE USE ONLY

Current Classification(s): Monetary Limit:

Expiration Date: Exam(s) Taken: / / Score(s): / /

[ ] Exam(s) Not Required [ ] Training Certificates Attached [ ] POA Attached [ ] Increase Requested (see attached)

ADDITIONAL INFORMATION NEEDED:

LETTER SENT: REV RECD; ADD INFO; Other:

[ ] APPROVED FOR

[ ] APPROVED UPON RECEIPT OF

[ ] DENIED--REASON:

Board Member: Date:

**Experience listed is provided on:**

- Qualifying Agent
- Licensee's Business
- Both

**Revision Synopsis - Experience Information**

*(May supply attachment in lieu of this form)*

1. Date: \_\_\_\_\_ Job Name \_\_\_\_\_ Spec/ Contract Amount\$ \_\_\_\_\_

Type of Work: \_\_\_\_\_

Location of Job: \_\_\_\_\_

Name of Customer/Owner: \_\_\_\_\_ Date Completed: \_\_\_\_\_  
Month / Year

Name of Entity/Individual Performing Work: \_\_\_\_\_

2. Date: \_\_\_\_\_ Job Name \_\_\_\_\_ Spec/ Contract Amount\$ \_\_\_\_\_

Type of Work: \_\_\_\_\_

Location of Job: \_\_\_\_\_

Name of Customer/Owner: \_\_\_\_\_ Date Completed: \_\_\_\_\_  
Month / Year

Name of Entity/Individual Performing Work: \_\_\_\_\_

3. Date: \_\_\_\_\_ Job Name \_\_\_\_\_ Spec/ Contract Amount\$ \_\_\_\_\_

Type of Work: \_\_\_\_\_

Location of Job: \_\_\_\_\_

Name of Customer/Owner: \_\_\_\_\_ Date Completed: \_\_\_\_\_  
Month / Year

Name of Entity/Individual Performing Work: \_\_\_\_\_

4. Date: \_\_\_\_\_ Job Name \_\_\_\_\_ Spec/ Contract Amount\$ \_\_\_\_\_

Type of Work: \_\_\_\_\_

Location of Job: \_\_\_\_\_

Name of Customer/Owner: \_\_\_\_\_ Date Completed: \_\_\_\_\_  
Month / Year

Name of Entity/Individual Performing Work: \_\_\_\_\_

5. Date: \_\_\_\_\_ Job Name \_\_\_\_\_ Spec/ Contract Amount\$ \_\_\_\_\_

Type of Work: \_\_\_\_\_

Location of Job: \_\_\_\_\_

Name of Customer/Owner: \_\_\_\_\_ Date Completed: \_\_\_\_\_  
Month / Year

Name of Entity/Individual Performing Work: \_\_\_\_\_

**Equipment List** (may attach list)

**Certifications/Licenses** (please attach copies; may attach list)  Not Applicable

- Fire Sprinkler/NICET
- Well Driller/TDEC
- Alarm Systems
- Medical Gas
- Other \_\_\_\_\_

**Qualifying Agent Information**

1. Qualifying Agent's Name: \_\_\_\_\_ \*SS# \_\_\_\_\_  
*First, Middle and Last* *Suffix (Sr., Jr.)*

2. Date of Employment: \_\_\_\_\_; Does the new QA have Ownership? \_\_\_\*No \_\_\_Yes - \_\_\_\_\_%

3. Is the Qualifying Agent currently or have they previously been listed on another contractor's license?  
\_\_\_ No \_\_\_ Yes – Explain below. Note: The Qualifying Agent must be an owner to be listed on more than one (1) license

\_\_\_ - Currently listed on License ID#: \_\_\_\_\_

\_\_\_ - Retired License ID#: \_\_\_\_\_

\_\_\_ - Previously listed on License(s) ID#: \_\_\_\_\_

4. Does the new Qualifying Agent have any of the following?

- Felony Conviction(s): \_\_\_No \_\_\_\*Yes
- Judgment Claim(s): \_\_\_No \_\_\_\*Yes
- Litigation Proceedings: \_\_\_No \_\_\_\*Yes
- Revocation/Discipline of License(s): \_\_\_No \_\_\_\*Yes
- Complaint History with the Board: \_\_\_No \_\_\_\*Yes

\*Answering "Yes" does not automatically prevent approval. However, failure to disclose may require additional Board action.

\*Be sure to attach an explanation on items marked "Yes". The Board requires disclosure of any felony convictions, claims of judgments, complaint history (open or closed), court or legal arbitration proceedings, etc. (See T.C.A. § 62-6-118). Be sure to include a detailed explanation. If there are convictions, be sure to include court documents, proof of probation release, certified background check, and reference letter from parole officer, etc.. (see FAQ's from Board's website for further instructions). The full Board will judge and consider the circumstances, seriousness, with the respect to time. Failure to submit this documentation will delay the review process. A license may be denied for these bases or for failing to disclose.

5. Does the new Qualifying Agent hold any other licenses with the State of Tennessee? \_\_\_No \_\_\_Yes

If yes, please list: \_\_\_\_\_

**Trade Exam Score(s)**

Trade Exam - Not Applicable;  Score Attached  See license file \_\_\_\_\_  Reciprocity Requested

6. The Board will be notified within 10 days should the Qualifying Agent leave the company? \_\_\_No \_\_\_Yes

7. \_\_\_\_\_  
**Signature of Qualifying Agent** **Date**

**FOR OFFICE USE ONLY**

___ POA - Received or N/A	___ Check Complaint History
___ Removed from Prior License as QA or N/A	___ Add to Name in RBS as QA
___ Notify Prior Licensee to get new QA or N/A	___ Add to PSD as QA
___ Write Letter for Add'l Information	___ Other _____

*\*Disclosure: SSN will be used for identification purposes only and will not be a part of public record.*



STATE OF TENNESSEE  
 DEPARTMENT OF COMMERCE AND INSURANCE  
**BOARD FOR LICENSING CONTRACTORS**  
 500 JAMES ROBERTSON PARKWAY  
 NASHVILLE, TENNESSEE 37243-1150  
 (615) 741-8307 or (800) 544-7693 FAX or (615) 532-2868  
 Email: [Rhonda.m.emanuelson@tn.gov](mailto:Rhonda.m.emanuelson@tn.gov)

A Power of Attorney for the Qualifying Agent is required if someone other than a majority owner takes the exam.

**POWER OF ATTORNEY**

Know all that I, \_\_\_\_\_, of \_\_\_\_\_,  
 (Owner's/Officer's Name) (County)

\_\_\_\_\_, of \_\_\_\_\_ do hereby appoint  
 (State) (License Company Name)

\_\_\_\_\_  
 (Qualifying Agent's Name) (Title) (Date of Employment)

Above named is at least 18 years of age; a full time employee or officer; and authorized to act as qualifying agent (QA) on the license entity's behalf by taking the examinations(s) and/or interview, as required for a Tennessee contractor's license. Pursuant T.C.A. §62-6-115, as an employee/officer, they have sufficient knowledge to bind the licensee.

This designated qualifying agent  \*IS -or-  \*WAS -or-  IS NOT listed as the QA for another licensee (list the license ID or license name if you have ever been listed on another license in Tennessee). I understand should the qualifying agent leave the company, pursuant T.C.A. §62-6-115, the Board must be notified within 10 days; and another individual must be designated to pass the applicable trade examination(s) within 90 days, or the license is considered invalid for such classification.

\_\_\_\_\_  
 Owner/Officer - Signature

\_\_\_\_\_  
 Qualifying Agent's Signature

Affirmed, witnessed and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
 Notary Public My Commission Expires: \_\_\_\_\_

- (Notary Seal) -

\*List License ID# \_\_\_\_\_ or company name. If "currently" listed, you must be a majority owner of one of the licenses to be listed as the QA for another license. Attach explanation, as directed and the Contractor's Affidavit, relative to complaints, felony convictions, judgments, etc., from current and "prior" licenses.

For applicants who have passed the trade exam with a reciprocal state and requesting a waiver.

# State of Tennessee

## Board for Licensing Contractors

500 James Robertson Pkwy., Nashville, TN 37243-1150  
1-800-544-7693 Fax (615) 532-2868

Website: <http://www.tn.gov/commerce/regboards/contractors.html> Email: [rhonda.m.emanuelson@tn.gov](mailto:rhonda.m.emanuelson@tn.gov)

### REQUEST FOR LICENSE VERIFICATION

**Instructions to Applicant:** Complete the "Applicant Information" section below and forward to the reciprocal State verifying the licensing information for a trade exam waiver. Return it to us by including it with your license application.

#### CONTRACTOR LICENSE APPLICANT INFORMATION

<b>License Name:</b>			
<b>Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>Telephone:</b> (    )    -		<b>Fax#:</b> (    )    -	
<b>Contract Person:</b>		<b>E-Mail Address:</b>	
<b>Signature:</b>		<b>Date:</b>	

If you are licensed with one of the following state agencies, Tennessee has entered into a trade exam waiver agreement and you may qualify to have the trade exam waived: **Alabama** – (General, Electrical, Residential, and HVAC); **Arkansas** (General Contracting); **Georgia** (Commercial/Electrical); **Louisiana**; **Mississippi**, **North Carolina** (Residential/Commercial); **Ohio** (Electrical; Plumbing; and HVAC); and **South Carolina**. (Note: The Board also accepts the **NASCLA National Commercial** trade exam). Reciprocity is with the **TRADE** exam, only.

**Instructions for Verifying State:** The above name applicant has submitted an application for a contractor's license with this Board. Please complete the following and return this form to the applicant.

<b>License Name:</b> _____			
<b>License ID#:</b> _____	<b>Date Issued:</b> _____	<b>Status:</b> ___Active ___*Inactive ___*Expired	
<b>Expiration Date:</b> _____	<b>Disciplinary Action:</b> ___No ___*Yes	*Does not qualify for exam waiver	
<b>License Classification(s):</b> _____			

Qualifying Agent's Name	Trade Exam <i>Residential, Commercial, Electrical, etc.)</i>	Exam Type <i>(PSI, NAI, Experior, Block, NASCLA, In-House, etc.)</i>	Exam Date	Score	Waiver <i>(Endorsement; Prior to Exam; Not Required, etc.)</i>

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

State Agency: \_\_\_\_\_

*- State Seal -*

T.C.A. § 12-4-801 - **Bid Preference Law** - A like reciprocal preference is allowed to the lowest responsible bidder to a contractor resident of another state.

## ADDING CLASSIFICATION(S) - INSTRUCTIONS

In order to add a classification to your contractor's license, please complete the attached application. List experience, equipment and attach a copy of the applicable exam score. Revision requests must be received by the last day of the month, prior to the Board meeting. The Board meets in January, March, May, July, September, and November. (For example, a request received on June 30<sup>th</sup> would be reviewed at the July Board meeting.) This is in accordance of §T.C.A. 62-6-111.

In order for a request to be granted prior to the meeting, the "owner" of the project (person taking bids) may submit a hardship request in writing for the contractor, stating the hardship, bid date, details of the project and why they need this contractor to bid. The contractor's paperwork must be complete. Hardship request form is available at the website and must be considered an undue hardship on the owner and be in the best interest of the public safety and welfare to grant license.

The "Business and Law" exam is not required, unless classified as a restricted licensee (BC-A/r).

**NOTE: T.C.A. § 62-6-120, prohibits a contractor from offering to engage prior to their license classification being revised. Revisions are approved by the Board at regular scheduled meetings. The staff cannot approve these requests. Make sure you have your approval in writing before bidding!!!**

### TRADE EXAMINATIONS REQUIRED FOR THE FOLLOWING CLASSIFICATIONS:

RESIDENTIAL BUILDING (BC-A)	*MECHANICAL (CMC);* PROC.PIP.(CMC-B)
COMMERCIAL BUILDING (BC-B)	*PLUMBING (CMC-A)
INDUSTRIAL BUILDING (BC-C)	**SPRINKLERS/FIRE PROTECTION (CMC-D)
RESID./SMALL COM. (BC-A&b{sm})	HVAC/REFRIGERATION (CMC-C)
RESIDENTIAL/COMMERCIAL/and	ELECTRICAL (CE)
INDUSTRIAL COMBINED (BC)	SEWER PLANTS – MU-B (BC-B)
MASONRY (LMC)	

### See attached for complete listing of classifications!

\*Plumbing and Mechanical require pre-approval to take the exam. Process Piping (CMC-B) may require full mechanical exam (based on experience and certifications); please attach a detailed request for the type of work you plan to perform.

\*\*Fire Sprinklers require certification from the Division of Fire Prevention <http://www.tn.gov/commerce/fire-prevention.html>

Please review the "Candidate Information Bulletin" for an outline, reference materials, pre-approval request forms for plumbing/mechanical and registration information or you may contact PSI at 800-733-9267 or you may schedule an appointment online [www.psiexams.com](http://www.psiexams.com). PSI cannot recommend which exam to take.

### INSTRUCTIONS

- **Complete the attached revision form and mail to the Board address above;**
- **Do NOT submit Revision requests with renewal** (to ensure it is not overlooked)
- **If additional information is needed, you will be contacted**
- **Revisions are approved at the Board's regular meetings; no personal interview is required and upon Board approval, a revised license with the added classification will be mailed. May check on the website at: <http://verify.tn.gov/> after the Board meeting to check the updated status**
- **If the Board denies the revision, a letter will be mailed within two (2) weeks after the Board meeting.**

Continued-

(Page i)

## Tennessee Board for Licensing Contractors Contractor Classification Outline with Exam and Bidding Information

The following is an outline of classifications currently utilized by the Board and identifies whether there is a “Trade Test Required” from our list of examinations (all require a “Business and Law” exam. See our reciprocal trade exam waiver agreements at:

<http://www.tn.gov/regboards/contractors/documents/BLCReciprocationwithTN.pdf>

A “Prime” contractor is defined as the one contracting directly with the owner. A “Subcontractor” would be one contracting directly with a contractor and not the owner. All contractors are assigned a license “classification” and a “monetary limit” on their license certificate. This information may be confirmed at the “License Search” of our website at: <http://verify.tn.gov/> More information on bidding requirements may be obtained from: [Bidding Resources](#)

### License Classifications Summary

#### **I. BUILDING CONSTRUCTION (BC) – (Test Required)**

The “BC” classification requires a combined exam and covers all areas of contracting for building (residential, commercial and industrial), as well as any of the 34 building subcategories. The “BC” combined classification is most commonly referred to as a “General” contractor. There are “combined” exams, such as: BC-A,B (residential and commercial); BC-A,b(sm) (residential and small commercial); or BC (residential, commercial and Industrial).

##### ▶ **Residential (BC-A) – (Test Required)**

Residential building contractors are those whose services are limited to construction, remodeling, repair, or improvement of one, two, three, or four family unit residences, not exceeding three stories in height and accessory use structures in connection therewith. May also take a combined exam, such as BC-A,B or b(sm) or BC. Residential contractors may bid any of the 34 building subcategories, as long as it is “residential”.

- **Spec Homebuilder (County)** - This license was in place prior to 2006 and allowed contractors in spec building counties to obtain a license in the amount of \$350,000 without a trade exam or financial statement. It is limited to their county of residence, on property they own; does not allow custom building. Once the license expires in excess of 12 months, it may not be reinstated.

##### ▶ **Limited Residential Restricted (BC-A/r) – No Test – Course at community colleges statewide**

\*\$70,000 total project; no 10% bid tolerance; no joint ventures; cannot perform any of the 34 building subcategories, unless it is residential. Must take exams to increase limit or add classifications.

*\*New rules proposed to allow licensing up to \$125,000*

##### ▶ **B. Commercial (BC-B) – (Test Required)** (May take a combined exam, such as “BC” or “BC-A,B”, etc.)

A commercial building contractor is authorized to bid on and contract for the construction, erection, alteration, repair or demolition of any building or structure for use and occupancy by the general public, including residential construction with more than four (4) units or greater than three (3) stories in height. In addition, may perform any of the 34 building subcategories for “commercial”.

Pursuant T.C.A. § 62-6-111, if a contractor does not have a classification to cover 60% of the project, they may still bid if they have a commercial classification, but would be required to subcontract any portion \$25,000 or more to a properly licensed contractor.

##### ▶ **b. Small Commercial (BC-b(sm)) – (Test Required)**

Same as above, but limited to obtaining a monetary limit of \$750,000 and less. A small commercial building contractor is authorized to bid on and contract for the construction, erection, alteration, repair or demolition of any building or structure for use and occupancy by the general public. Must take the “BC-B” exam to increase limit above \$750,000 or may take a combined exam to include residential and or industrial.

##### ▶ **C. Industrial (BC-C) – (Test Required)**

A contractor under this classification is authorized to bid on and contract for the erection, alteration, repair and demolition of buildings or structures used for industrial production and service, such as manufacturing plants. May also take a BC combined exam to cover all building trades.



**BC - BUILDING “SUBCATEGORIES”** – A trade exam is not required to obtain **five (5) or less** of the following building subcategories. In addition, a BC or BC-B (commercial) or BC-A,B or BC-A,b(sm) contractor may bid and perform any of the 34 subcategories; a BC-A or BC-A/r contractor is limited to “residential” projects for these subcategories.

Example #1: A contractor with the following classifications of “BC-19,25,26,28,29” may perform work for residential, commercial, and industrial projects without an exam since the classifications are less than six (6). Approval of these five classes would be based upon experience. Should they need to add another classification, they would be required to take a trade exam for either residential, commercial or industrial; or a combined exam.

Example #2: A contractor with a BC-A (residential) classification would not be licensed to perform roofing on a commercial building. The contractor would need BC-21 (roofing) or BC-B (commercial). A trade exam would not be required by the BC-A contractor to add BC-21 and approval is based upon experience.

## **BC - BUILDING SUBCATEGORIES** (1-34)

1. Acoustical Treatments (BC-1)
2. Carpentry, Framing and Millwork, etc. (BC-2)
3. Drywall (BC-3)
4. Floor Covering (BC-4)
5. Foundations (BC-5)
6. Glass, Window and Door Construction (BC-6)
7. Institutional and Recreational Equipment (BC-7)
8. Lathe, Plaster, Stucco and Aluminum Siding (BC-8)
- 9.\* Masonry under \$100,000, materials & labor (BC-9) - See \*LMC in section #II
10. Ornamental and Miscellaneous Metal (BC-10)
11. Painting, Interior Decorating (BC-11)
12. Roof Decks (BC-12) *(includes “gutters and vinyl siding”)*
13. Site and Subdivision Development (BC-13)
14. Special Coatings and Waterproofing (BC-14)
15. Tile, Terrazzo and Marble (BC-15)
16. Insulation (BC-16)
17. Elevators, Escalators, and Dumbwaiters (BC-17) *(Register with the Department of Labor)*
18. Erection and Fabrication of Structural Steel (BC-18)
19. Concrete (BC-19)
20. Sheet Metal (BC-20) *(includes “gutters and vinyl siding”)*
21. \*\*Roofing – includes gutters & vinyl siding (BC-21)
22. Conveyors (BC-22)
23. Sandblasting (BC-23)
24. Golf Courses (BC-24)
25. Tennis Courts (BC-25)
26. Swimming Pools (BC-26)
27. Outdoor Advertising (BC-27)
28. Excavation (BC-28)
29. Landscaping (BC-29) *(Includes “mowing” contracts – see also HRA-E.1)*
30. Fencing (BC-30)
31. Demolition (BC-31)
32. Millwright (BC-32)
33. Irrigation (BC-33)
34. Scaffolding (BC-34)

*\*BC-9 – See “LMC” (Licensed Masonry Contractor) classification required by a subcontractor when performing masonry projects \$100,000 or more. Total cost includes materials and labor. LMC Trade exam required.*

*\*\*BC-21 – Roofing “subcontractors” are also required to be licensed, effective January 1, 2014. Trade exam is not required; commercial (BC-B) is acceptable for commercial roofs; residential (BC-A) is acceptable for residential roofs, etc.*

## **II. Masonry (LMC) – (Test Required)**

*(License required as a subcontractor when performing projects \$100,000 or more)*

## **III. Specialty (S) – (No Test except where indicated)**

If none of the licensing classifications cover the scope of work, the Board may assign a “Specialty” classification. A trade exam is not required for most specialties; based upon experience; and may only require the “Business and Law” exam is required.

Many of these specialty classifications have since been proposed by rules and a contractor may have a specialty or a building subcategory, such as, S-Scaffolding or BC-34; S-Landfill or HC-I; S-Mowing or BC-29 (landscaping) or HRA-E.1 (landscaping, weed control) or HC-H (storm damage cleanup).

See the following specialty examples that have been assigned to licenses in the past:

**S-Asbestos Abatement** (*same as S-A; requires environmental certifications*)  
**S- Audio Visual / Cabling / Low Voltage**  
**S-Equipment Installation**  
**S-Food Service Equipment**  
**S-Fiber Optics**  
**S-Electrical Meter Installation** (*same as CE-L; requires CE trade test*)  
**S-Environmental Remediation** (*same as S-D,E; requires environmental certifications*)  
    **S-Greenhouses**  
    **S-Grain Conveying Systems**  
    **S-Inspection, Treatment and Restoration of Wood Utility Poles**  
**S-Installation of Paint Finishing Equipment**  
**S-Installation of Mass Transit Equipment**  
**S-Irrigation** (*same as BC-*  
**S-Kitchen Equipment**  
**S-Irrigation** (*same as BC-33*)  
**S-Mold Remediation**  
**S-Laboratory Casework and Equipment**  
**S-Landfill Construction** (*same as HC-I*)  
**S-Lightning Protection** (*requires CE trade test*)  
**S-Leak Detection Systems**  
**S-Low Voltage/ Audio Visual /Cabling**  
**S-Mass Transit Equipment**  
**S-Metal Canopy**  
**S-Meter Installation**  
**S-Mowing & Debris Collection** (*same as BC-29 or HRA-E.; or HC-H*)  
**S-Paint Finishing Equipment**  
**S-Poultry Equipment**  
**S-Pit Construction; Scale & Weighing System**  
**S-Pressure Washing**  
**S-Refinery Maintenance**  
**S-Refractory Construction**  
**S-Right of Way Clearing**  
**S-Robotic Equipment**  
**S-Sales & Installation Office Furniture**  
**S-Scaffolding**  
**S-Sewer & Storm Water Cleaning & Inspection**  
**S-Shelving**  
**S-Solar Panel Installations** (*with no electrical connections*)  
**S-Stage Rigging, Acoustical**  
**S-Storage Racks**  
**S-Telecommunication/ Data Lines / Cell Towers**  
**S-Toilet Partitions**  
**S-Utility Poles**  
**S-Vinyl Siding and Gutters**  
**S-Warehouse Storage**

#### **IV. HEAVY CONSTRUCTION (HC) – No Test**

- A. Marine (wharves, docks, harbor improvements & terminals) **(HC-A)**
- B. Tunnel and Shaft **(HC-B)**
- C. Energy and Power Plants **(HC-C)**
- D. Dams, Dikes, Levees and Canals **(HC-D)**
- E. Mining Surface and Underground **(HC-E)**
- F. Oil Field Construction **(HC-F)**
- G. Oil Refineries **(HC-G)**
- H. Storm Damage Cleanup **(HC-H)**
- I. Landfill Construction **(HC-I)**

► **Heavy Construction Categories** (Apply to All Areas)

1. Structural Steel Erection (HC-1)
2. Tower and Stack Construction (HC-2)
3. Foundation Construction, Pile Driving, Foundation Drilling, and Stabilization (HC-3)
4. Demolition and Movement of Structures (HC-4)
5. Clearing, Grubbing, Snagging and Rip Rap (HC-5)
6. Slipform Concrete Structures (HC-6)
7. Rigging and Crane Rigging (HC-7)
8. Welding (HC-8)

**V. HIGHWAY, RAILROAD AND AIRPORT CONSTRUCTION (HRA) – No Test**

*(Check with the Department of Transportation for federal highway contractor requirements)*

A. Grading and Drainage (HRA-A)

Includes grading, drainage pipe and structures, clearing and grubbing.

B. Base and Paving (HRA-B)

1. Base Construction
2. Hot and Cold Mix Asphalt
3. Surface Treatment Asphalt
4. Concrete Paving

C. Bridges and Culverts (HRA-C)

1. Painting
2. Repair
3. Demolition
4. Bridge Deck Overlay (Sealant)
5. Guniting
6. Cofferdam
7. Steel Erection

D. Railroad Construction and Related Items (HRA-D)

E. Miscellaneous and Specialty Items (HRA-E)

1. Traffic Safety
  - (a) Pavement Markers
  - (b) Signing
  - (c) Guardrail and Fencing
  - (d) Attenuators, signalization and roadway lighting
2. Landscaping  
Includes seeding, sodding, planting, and chemical weed and brush control.
3. Pavement Rehabilitation  
Includes pressure grouting, grinding and grooving, concrete joints, and underdrains.
4. Well Drilling (Well Drilling also requires a license from the Department of Environment and Conservation- for their state permit requirements see: <http://www.tn.gov/environment/permits-permits/water-permits1/well-driller-or-installer-license.html>)
5. Miscellaneous Concrete  
Includes sidewalks, driveways, curb and gutter, and box culverts.

**VI. MUNICIPAL AND UTILITY CONSTRUCTION (MU) – (BC-B Test Required for MU or MU-B)**

Municipal and Utility Construction includes all supervision, labor, material and equipment to complete underground piping, water and sewer plants and sewer disposal, grading and drainage, and paving (unless restricted to specific areas named). A commercial (BC-B or BC) is required in order to obtain a full MU or MU-B classification, which requires a BC-B or BC trade exam.

A. Underground Piping (MU-A) (No Test for “Subcategories”)

Furnish supervision, labor, material and equipment to complete all underground piping for municipal and utility construction (unless restricted to specific areas names).

1. Gas Distribution and Transmission Lines
2. Sewer Lines, Storm Drains, Rehabilitation and Structures
3. Waterlines
4. Underground Conduit

B. Water and Sewer Systems (MU-B) – (Test Required: BC-B or BC (Commercial) or Classification)

\*Effective April, 1996, requires a BC-B or BC (commercial) trade exam to obtain a MU-B or MU classification. A contractor with a BC or BC-B may bid and perform work without an MU or MU-B, to construct water and sewer plants. Contractors licensed prior to 1996 are considered grandfathered without an exam for the full MU.

C. Grading and Drainage **(MU-C) (No Test for MU Subcategories)**  
- Includes grading, drainage pipe and structures, clearing and grubbing.

D. Base and Paving **(MU-D) (No Test for MU Subcategories)**

1. Base Construction **(MU-D,1)**
2. Hot and Cold Mix Asphalt
3. Surface Treatment Asphalt
4. Concrete Pavement
5. Miscellaneous Concrete (includes sidewalks, driveways, curb and gutter, and box culverts)

## VII. MECHANICAL CONTRACTING **(CMC)** – (Test Required for full CMC)

The classification CMC is noted on licenses issued after 1992 and represents that the licensee has passed the Board licensing exam and that no county or municipality shall require such state licensee or its employees to pass any county or municipal test or examination pursuant to TCA 62-6-111(i)(2)(C).

- ▶ Pre-approval required to take CMC or CMC-A (plumbing) exam.
- ▶ *Subcontractors performing mechanical work must be licensed as a contractor.*
- ▶ Must also obtain local license for permits and inspections

A. Plumbing and Gas Piping **(CMC-A)** - (Test Required – Pre-approval required to take exam)

B. Process Piping **(CMC-B)** – (\*No Test)

C. HVAC, Refrigeration and Gas Piping **(CMC-C)** - (Test Required)

- ▶ Solar HVAC (Geothermal) – (Test Required – CMC-C)

Geothermal – Well Drillers refer to TN Department of Environment and Conservation for additional requirements. [Well Drillers and Installers](#)

D. Sprinklers & Fire Protection - **(CMC-D)** - (Test Required)

- ▶ Refer to TN Fire Prevention Division for additional requirements. [Department of Fire Prevention](#)

E. Insulation of Mechanical Work **(CMC-E)** – (\*No Test)

F. Pollution Control **(CMC-F)** – (No Test for CMC-F, only)

- ▶ Refer to TN Department of Environment and Conservation for additional requirements. [Pollution Control](#)

G. Pneumatic Tube Systems **(CMC-G)** – (\*No Test)

H. Temperature Controls (Pneumatic) **(CMC-H)** - (\*No Test)

I. Boiler Construction & Repairs **(CMC-I)** - (\*No Test)

- ▶ Refer to TN Department of Labor for additional requirements. [Boiler Board](#)

J. Fuel Gas Piping and Systems **(CMC-J)** - (\*No Test)

\*No test required, unless, obtaining more than 5 subcategories

## VIII. ELECTRICAL CONTRACTING **(CE)** - Test Required for full CE (includes CE-A,H)

The classification CE is noted on licenses issued after 1992 and represents that the licensee has passed the Board licensing exam and that no county or municipality shall require such state licensee or its employees to pass any county or municipal test or examination pursuant to TCA 62-6-111(i)(2)(C).

- ▶ Subcontractors performing electrical work must be licensed as a contractor
- ▶ Must also obtain local license for permits and inspections
- ▶ Low Voltage may be listed as a specialty, such as S-Audio Visual or E-D,F, or G (less than 70 volts)
- ▶ Inspections may be required by local level or by the State Fire Marshal

A. Electrical Transmission Lines **(CE-A,H)** - (Test Required – *CE-A,H is limited to High Voltage*)

B. Electrical Work for Buildings and Structures - (Test Required – full CE)

C. Underground Electrical Conduit Installation **(CE-C)** – (No Test for Low Voltage – 70 volts or less)

D. Sound and Intercom Systems, Fire Detection Systems, Signal and Burglar Alarm Systems, and Security Systems up to (70) volts.

**(CE-D)** – (\*\*No Test)

- ▶ Refer to TN Alarm Systems Board for additional requirements. <http://www.tn.gov/regboards/asc/index.shtml>

E. Electrical Signs **(CE-E)** – (CE Test Required if more than 70 volts)

F. Telephone Lines and Ducts **(CE-F)** – (No Test; Low Voltage)

G. Cable T.V. **(CE-G)** – (No Test; Low Voltage)

H. Substations **(CE-A,H)** – (CE-A,H Test – Limited to High Voltage - CE covers all )

I. Electrical Temperature Controls **(CE-I)** - (No Test; Low Voltage)

J. Fire Detection Systems, Signal and Burglar Alarm Systems and Security Systems with conduit and wiring above (70) volts require an electrical exam. **(CE-J)** - (CE Test Required)

- ▶ Refer to TN Alarm Systems Board for additional requirements. [Tennessee Alarm Board](#)

K. Roadway Lighting, Attenuators and Signalization **(CE-K)** – (CE Test Required)

L. Electric Meter Installation **(CE-L)** (CE Test Required)

## IX. Specialty/Environmental (S) - (No Test)

\*Based upon experience, training and certifications

A. Asbestos Material Handling/Removing (S-A or S-Asbestos)

B. Underground Storage Tank (S-B or S-UST)

C. Lead-Based Paint Abatement (S-C or S-Lead)

D. Hazardous Waste Removal (S-D or S-Hazardous)

E. Air, Water or Soil Remediation (S-E or S-Remediation)

F. Mold Remediation (S-F or S-Mold)

\*Specialty for environmental classifications must submit environmental training certificates

▶ Refer to TN Department of Environment and Conservation (TDEC) for additional requirements. <http://www.tn.gov/environment/>

## X. Specialty/Medical Gas Piping (S-Medical Gas Piping) – (No Test - Certification Required)

A. Medical Gas Piping Installer Certification Requirements.

Compilation from *Rule 0680.1--.16* and may be reviewed at the Tennessee Secretary of State's web address

at: <http://publications.tnsosfiles.com/rules/0680/0680.html> or contact our office for a copy.

## General Information from the Law, Rules and Regulations

**62-6-102. Chapter definitions.** As used in this chapter, unless the context otherwise requires:

(1) Board" means the state board for licensing contractors created pursuant to § 62-6-104;

(2) Commercial building contractors" are those contractors authorized to bid on and contract for every phase of the construction, direction, alteration, repair or demolition of any building or structure for use and occupancy by the general public;

*\*Changes take place on 1/1/2014 relative to roofing subcontractors. See Public Chapter 355: ( ) "Roofing work" means the act of removing, installing, repairing or otherwise maintaining any covering to \_any at- or above-grade structure for the purpose of providing weather proof protection or ornamental enhancement to such structure;*

(3) Contracting" means any person or entity that performs or causes to be performed any of the activities defined in subdivision (4)(A) or (7);

(4) (A) (i) Contractor" means any person or entity that undertakes to, attempts to or submits a price or bid or offers to construct, supervise, superintend, oversee, schedule, direct or in any manner assume charge of the construction, alteration, repair, improvement, movement, demolition, putting up, tearing down or furnishing labor to install material or equipment for any building, highway, road, railroad, sewer, grading, excavation, pipeline, public utility structure, project development, housing, housing development, improvement or any other construction undertaking for which the total cost is twenty-five thousand dollars (\$25,000) or more; *\*Roofing subcontractor where the total cost of the roofing portion is \$25,000 or more;* provided, however, with respect to a licensed masonry contractor, such term means and includes the masonry portion of the construction project, the total cost of which exceeds one hundred thousand dollars (\$100,000), materials and labor;

(ii) Contractor" includes, but is not limited to, a prime contractor, electrical contractor, electrical subcontractor, mechanical contractor, mechanical subcontractor, plumbing contractor and plumbing subcontractor, and licensed masonry contractor;

(iii) If the cost of a project exceeds twenty-five thousand dollars (\$25,000), "contractor" also includes a construction manager of any kind, including, but not limited to, a residential construction manager, construction consultant, architect or engineer who conducts or provides any activity or service described in this subdivision (4) other than normal architectural and engineering services;

The following is a summary from the law and rules. These may be reviewed in detail at: <http://www.tn.gov/commerce/regboards/contractors/rules-and-laws.html>

### Monetary Limit and Classification

Contractors are assigned a monetary limit, in addition to a classification on their license. Pursuant, T.C.A. § 62-6-111(4)(d), for projects \$25,000 or more, a contractor may bid a contract in a classification other than as licensed, as long as their classification covers 60% of the total project. They would be required to subcontract to a properly licensed contractor for the portion over \$\*25,000 not within their classification. Rule 0680-1-13 allows a licensed contractor a 10% bid tolerance on monetary limit. Materials and labor are included as part of the total project. Projects cannot be split into phases.

### Joint Venture Rule (0680-1-.11)

Allows two licensed contractors a means to combine monetary limits to perform a project. Must contract and permit in both licensed names and both have the required license classification to perform the project.

### **Bidding Envelope Requirements** (TCA § 62-6-119)

The law states the prime (general) contractor's name as licensed, license ID number, classification, and expiration date, is required to be on the outside of a bid envelope. The subcontractor for electrical, plumbing, mechanical and HVAC must appear, and effective July 1, 2010, masonry contractors performing work in the amount \$100,000 or more, must also be listed on the outside of the bid envelope. Geothermal well driller's TDEC licensing information may also be required. In some instances, the awarding authority may request the monetary limit to be listed. Therefore, it is very important to review all instructions.

If the amount of the subcontractor's portion is less than \$25,000, the law states subcontractor licensing information **MAY** be listed. Therefore, the Board for Licensing Contractors does not consider a violation of law for failure to list subcontractor information, when their portion is less than \$25,000. More information on bidding is listed on the website at:

<http://www.tn.gov/regboards/contractors/documents/BiddingInformation.pdf>

### **Lien Rights**

Whenever a contractor is unlicensed or exceeded their monetary limit, they do not have the right to file a lien.

### **Workers' Compensation Insurance**

Contractors may check with the Department of Labor and Workforce Development to ensure a contractor is covered to perform work in Tennessee by checking at: <http://www.tn.gov/labor-wfd/wcomp.html> and clicking onto the "Coverage Verification Services" link. If you find where a contractor is working on a job site and their company is not listed, you may report them by email at: [wc.info@tn.gov](mailto:wc.info@tn.gov) or (615) 741-2395.

### **Other Licensing for Projects Less than \$25,000**

The Board regulates several professions in addition to Contractor licensing. The following licenses are not required or acceptable in all counties. Please check our website for licensing programs for projects where the cost is less than \$25,000 for:

- Home Improvement (\$3,000 to \$24,999)
- LLE (Limited Licensed Electrician)
- LLP (Limited Licensed Plumber)
- Pre-Licensed Exam Course Providers

In addition, please check with the local municipality for their license, permit and inspection requirements. Their contact information is at: <http://tn.gov/revenue/for-local-governments.html>

## **Website Resources**

Board for Licensing Contractors

<http://www.tn.gov/commerce/regboards/contractors.html>

Department of Fire Prevention

<https://www.tn.gov/commerce/fire-prevention.html>

Alarm Systems Contractors Board

<http://www.tn.gov/commerce/regboards/alarm.html>

Department of Environment and Conservation

<http://www.tn.gov/environment/>

Department of Labor and Workforce Development

<http://www.tn.gov/labor-wfd/tosha.shtml>

Local Government Agencies

<http://www.tn.gov/local>

Law (Contractors – Title 62, Part 6; Fire Sprinkler – Title 62, Part 32; Electrical – Title 68, Part 102, etc.)

<http://www.lexisnexis.com/hottopics/tncode/>

Department of Economic and Community Development

<http://www.tnsmartstart.com>



## EXAMINATIONS

The Examination vendor for Tennessee is PSI. You may review their test information, for registration and study materials offered, from our website or at the following links:

### Website of PSI (Online Registration)

<http://candidate.psiexams.com/index.jsp>

### “Candidate Information Bulletin” of PSI’s Exam Information [pdf]

[https://candidate.psiexams.com/bulletin/display\\_bulletin.jsp?ro=yes&actionname=83&bulletinid=200&bulletinurl=.pdf](https://candidate.psiexams.com/bulletin/display_bulletin.jsp?ro=yes&actionname=83&bulletinid=200&bulletinurl=.pdf)

All candidates obtaining a new “Contractor” license are required to take the “*Business and Law*” exam. The exam is open book and based upon the reference manual, “*Contractor’s Guide to Business, Law and Project Management*” the Tennessee edition, published by NASCLA. Information on ordering the book is available on both of the above referenced websites. The contractor applicant may have an owner or a full time employee act as the Qualifying Agent to take the exam. The license is issued to the entity supplying the financial statement. Upon reviewing the classification outline, you may determine whether a trade exam is also required. The following are a list of tests offered by PSI:

### BUSINESS AND LAW

Required by all new contractor License applicants

### TRADE EXAMS

BC-A – Residential Contractor Building  
BC-B – Commercial Contractor Building  
BC-b(sm) – Small Commercial Contractor (for projects less than \$750,000)  
BC-C – Industrial Contractor Building  
BC-A, B - Combined Residential/Commercial Contractor Building  
BC-A, b(sm) - Combined Residential/Small Commercial Contractor Building  
BC-B,C - Combined Commercial/Industrial Contractor Building  
BC - Combined Residential/Commercial/Industrial Contractor Building  
LMC – Licensed Masonry Contractor  
CE – Electrical Contractor  
CE-A,H - High Voltage Electrical Contractor  
\*CMC – Full Mechanical Contractor  
\*CMC- A - Mechanical Plumbing  
CMC-C – Mechanical - HVAC/Refrigeration Contractor  
\*\*CMC-D – Mechanical - Fire Sprinklers and Fire Protection Contractor

### NATIONAL COMMERCIAL EXAM

The NASCLA approved National Commercial Exam is acceptable by Tennessee for the BC-B classification.

### **NO TRADE EXAM/SPECIALTY CLASSIFICATIONS**

Example: If a prime contractor (contracting directly with the owner) wants a license to install solar panels, the only exam needed would be the “Business and Law” in order to obtain a specialty classification.

**\*Plumbing Exam Pre-Approval** – The (CMC-A) plumbing and full mechanical (CMC) exams require pre-approval from our office to take these exams with PSI. The pre-approval takes less than 3 to 5 days to approve candidates to take the exam, upon receipt of the completed experience verification form showing proof of three (3) years experience. This form is available in the exam bulletin or from our website at:

<http://www.tn.gov/regboards/contractors/documents/PlumbingExpApprovalWeb.pdf>

**\*\*CMC-D Fire Sprinkler** contractors must also be licensed with the Division of Fire Protection at:

<http://www.tn.gov/commerce/fire-prevention.html>

Other exams offered by PSI are for our other licensing program professions: LLE (Limited Licensed Electrician) and LLP (Limited Licensed Plumber). These professions are not required to take the Business and Law exam and obtain a separate license. Contractors with a CE classification are exempt from the LLE; mechanical contractors with a CMC or CMC-A are exempt from the LLP license.

Reciprocation (trade exam waiver agreements) information and also “FAQ – Frequently Asked Questions” is available from our website at: <http://tn.gov/regboards/contractors/>