



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

Mailing Address: 500 JAMES ROBERTSON PARKWAY / NASHVILLE, TENNESSEE 37243

(615) 532-3996 or 1-800-544-7693 - Fax: (615) 532-2868

Website: <http://tn.gov/commerce/boards/contractors/> Email: Contractors.Home-Improvement@tn.gov

REPORT UNLICENSED ACTIVITY AND BID VIOLATIONS

I. NAME OF ALLEDGED VIOLATOR (RESPONDENT) & CONTACT INFORMATION

Individual Name(s): _____

Business Name: _____

Address: _____

Phone: () _____ - _____ () _____ - _____ City State Zip

Website: _____

Vehicle Information: _____

(Make/ Model/ Color/Logo) (License Plate State and Tag #)

II. **ALLEGATION:** __Unlicensed Contracting __Unlicensed Subs __Bidding Law Violations
__Other: _____

III. PROJECT INFORMATION (Check all applicable)

Type of Project: ☐ Residential ☐ Commercial ☐ Bid – Date: _____

Description: __Repair Work from Storm Damage __Roofing __New Construction

__Electrical __Plumbing __HVAC __Masonry

__Other: _____

Name of Project: _____

Owner/Awarding Authority Name: _____ Phone: () _____ - _____

Project Location: _____

If applicable, how long at this job site? _____; How much longer at job? _____

IV. REPORTING PARTY INFORMATION __ - May Provide an Attachment

__ - *Anonymous (Do not list contact information) __ - Contact Me (Complete contact information)

*Name: _____ Phone: () _____ - _____

Address: _____ Email: _____

Thank you for reporting law violations. Complaints submitted to the state are considered public information; however, the investigative file with our attorney is not (*considered a legal product*). To remain anonymous, do not provide contact information and you may send by mail or fax; or you may send an online complaint at: www.tn.gov/commerce/boards/contractors/OnlineComplaint_cont.shtml

CONSUMER RIGHTS INFORMATION – UNLICENSED CONTRACTORS

To file a complaint against a contractor you have hired, please use the complaint form from our “Consumer Resources” website at:

<http://tn.gov/commerce/boards/contractors/complaint.shtml>

Please review the “Consumer Resources” of the Board’s website at:

<http://tn.gov/commerce/boards/contractors/> for criminal/civil penalties; consumer protection violations; limited recovery of expenses in court by unlicensed contractor; and laws protecting consumers from liens. This may help to decide whether you need to consult with an attorney for civil matters.

LICENSE REQUIREMENTS

\$25,000 and Up - A “Tennessee” contractor’s license is required for projects/contracts where the total cost is \$25,000 or more, regardless of the county. A “business” license is not acceptable in lieu of a state contractor’s license. Most local governments require a permit to be obtained by the contractor for inspections.

The following are examples of all different types of work where a contractor’s license is required as a prime (*contracting with the owner*) for Residential, Commercial, or Industrial projects:

- Building (*Roofing, landscaping, painting, flooring, windows, doors, excavation, swimming pools, etc.*)
- Electrical
- Plumbing
- Mechanical
- HVAC and Geothermal
- Masonry (over \$100,000)

Subcontractors - A license is also required for subcontractors (*bidding directly to a licensed prime (general) contractor*) to perform electrical, plumbing, mechanical and HVAC projects. Geothermal bidders require a well driller’s installer license from the Department of Environment and Conservation.

Less than \$25,000 - If unsure, you may check with your local government for license requirements of projects less than \$25,000:

- **Home Improvement License** – Applies to nine (9) counties: Bradley, Davidson, Hamilton, Haywood, Knox, Marion, Robertson, Rutherford or Shelby.) If the cost was \$3,000 to \$24,999 in one of these counties.
- **Electricians** - Those without a local government codes office having a master/journeyman program are required to obtain a state license as a Limited Licensed Electrician (LLE).
- **Plumbers** - Those without a local government codes office having a master/journeyman program, may be required to obtain a state license as a Limited Licensed Plumber (LLP).
- **HVAC** does not require a state license from our Board when less than \$25,000 (check with local government)

RESOURCES

- State License Search: <http://verify.tn.gov/>
- Complaint Resources: <http://tn.gov/commerce/boards/contractors/complaint.shtml>
- Bidding Law Resources: http://www.tn.gov/commerce/boards/contractors/documents/BiddingInformation_001.pdf
- Local Government Contact Information: <http://tn.gov/local/>
- Department of Environment and Conservation: <http://www.tn.gov/environment/permits/welldrill.shtml>