

TENNESSEE BOARD FOR LICENSING CONTRACTORS

500 James Robertson Pkwy.

Nashville, TN 37243-1150

Staff Directory: <http://www.tn.gov/regboards/contractors/contact.shtml>

Email: Contractors.Renewal@tn.gov

Telephone: (615) 741-8307

LICENSE RENEWALS RESOURCE

Renewal notices are mailed 90 days prior to the license expiration date to the address listed on file. It takes approximately 30 days to process once received by our office. Even if you renew online, a license renewal form is automatically generated 90 days prior to the expiration date and mailed to each licensee. Licensees have the option to renew **“Online”** or they may continue to utilize the **“Paper Renewal”**. Currently, Contractors and Home Improvement Contractors may only “partially” renew online. The online system does not currently provide a means to download documents required to fulfill the renewal requirements.

ONLINE RENEWALS

Go to: <https://apps.tn.gov/cirens/>

- ❖ **Contractor** (*may “partially” renew online*)
 - Fee may be paid online by credit or debit card
 - Respond to renewal questionnaire online
 - Outstanding Requirements (*must be submitted by mail, fax or email*)
 - Financial Statement
 - Proof of Insurance (*General Liability and Workers’ Compensation*)
 - Disclosures (*Applicable to those with felony convictions, judgments, complaints, etc.*)
- ❖ **Home Improvement Contractor** (*may “partially” renew online*)
 - Fee may be paid online by credit or debit card
 - Respond to renewal questionnaire
 - Outstanding Requirements (*must be submitted by mail, fax or email*)
 - Financial Responsibility (*Bond/IRLOC*)
 - Proof of Insurance (*General Liability and Workers’ Compensation*)
 - Disclosures (*Applicable to those with felony convictions, judgments, complaints, etc.*)
- ❖ **Limited Licensed Electrician (LLE)**
 - Fee may be paid online by credit or debit card
 - Respond to renewal questionnaire
 - Disclosures (*applicable to those with felony convictions, judgments, complaints, etc. and must be submitted by mail, fax or email*)
- ❖ **Limited Licensed Plumber (LLP)**
 - Fee may be paid online by credit or debit card
 - Respond to renewal questionnaire
 - Disclosures (*applicable to those with felony convictions, judgments, complaints, etc. and must be submitted by mail, fax or email*)

❖ Pre-Licensed Exam Course Providers

- Cannot renew online
- May print renewal from:
http://www.tn.gov/regboards/contractors/documents/PrelicensingSchoolAppFinal_000.pdf

PAPER RENEWAL

Renewals returned to the Board by mail may pay by check or money order; do not send cash. Credit and debit cards may only be used when renewing online. If you do not receive a renewal in the mail and do not wish to renew online, paper renewal forms may be obtained from the [“Forms and Downloads”](#) on our website or from the following links listed below:

Home Improvement

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

LLE

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

LLP

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

Pre-Licensed Exam Course Providers

http://www.tn.gov/regboards/contractors/documents/PrelicensingSchoolAppFinal_000.pdf

Contractors

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

➤ **Contractors - Supplemental Information**

Supplemental forms and instructions are available on the [“Forms and Downloads”](#) on our website or see the following:

- CEU - Continuing Education - Not Required
- [Corporate / LLC - Check Status with Secretary of State](#)
- [Duplicate License Certificate - Request Form](#)
- [FAQ's - Frequently Asked Questions](#)
- Financial Resources
 - [Financial Statement - Balance Sheet Form](#) (for limits less than \$1,500,000)
 - [Financial and Renewal Instructions Booklet](#)
 - [Guaranty Agreement and Bond Forms and Policy](#)
 - [Line of Credit Format](#)
- Inactive License Request (See "Retirement")
- Insurance Requirements for Licensing (See Contractor and Home Improvement Forms)
 - [Insurance - General Info for Licensing](#) (General Liability and Workers' Comp - March, 2011)
 - [WC Summary](#) (Department of Labor and Workforce)
 - [Workers' Compensation Law - Amendments](#) (Public Chapter 422) Eff. October 1, 2011
 - [Workers' Compensation Law](#) (Public Chapter 1149) Eff. March 1, 2011
 - [Insurance Cover Sheet](#) (Use if sending COI separate without renewal)
 - [Registration for WC Exemption - Construction Services Provider](#) (Secretary of State)
 - [Workers' Compensation Verification](#) (Department of Labor and Workforce)

- [Workers' Compensation - Verify Coverage for Tennessee](#)
- [License Search](#) (check status of license)
 - [License Search - Tips](#)
- [Lower Limit Request](#)
- [Online Renewal](#)
- [Reinstatement of Expired License \(More than 12 months\) - Requires New Application](#)
- [Renewal Form - Complete](#) (*Includes instructions, financial statement, insurance information, etc.*)
- [Renewal Form - Short Version](#) (*does NOT include instructions, financial statement form, etc.*)
- [Renewal Instructions Booklet](#)
- [Retirement Request](#) (New or Renewal)
 - Reinstatement from Retirement (Use "Renewal" form)
- [Valuable Resources Link](#)
- Workers' Compensation Insurance (see "Insurance")

No Grace Period: A contractor does **not** have a grace period to continue to contract once the license expires, however, they have 12 months to renew with penalties. The law requires renewals to be submitted to the Board **30 days prior to the expiration date** in order to prevent working on an expired license which is considered a violation of law. Extensions to contract on an expired license cannot be granted. In addition, a license with a "Retired" status is not legal to operate and the same as "unlicensed".

Renewal Due Date: Contractor licenses are renewed biennially and issued for two (2) years. The expiration date is on the last date of the month, in which the license was originally issued. You may check your expiration date online at: [License Search and Verification](#). Renewals should be submitted to the Board's office **30 days prior to the expiration date**. Please allow 5 to 7 business days for mail delivery. A license cannot be renewed if has been expired for 12 months; must apply for a reinstatement utilizing the initial [contractor's license application](#).

Renewal Process: Board office conducts an audit, which includes: 1) checking the financial statement to ensure the working capital and net worth supports the current monetary limit; 2) checking for proof of insurance and making sure coverage includes Tennessee; 3) Corporate status is confirmed; and 4) check to see that the "Contractor's Affidavit/Renewal Questionnaire" was completed, signed and notarized. If submitting online, attesting does not require a notary. Any renewal lacking information will be sent a letter notifying the contractor to respond within 30 days. For those not responding within 12 months of the expiration date, the renewal form is placed in archives for storage. The Board office cannot accept fees in their office whenever renewals are hand-delivered and must be delivered to the Cashier's office. The Cashiers' cannot accept credit or debit cards; only checks, money orders or cash. Do not send cash through the mail. Send all mail (*including express and over-night*) to: State of TN – Contractors Board; 500 James Robertson Parkway, Nashville, TN 37243-1150.

Pending Renewals: Renewals received which lack the required financial supporting documentation, our staff will notify the contractor after the audit with options. It is your responsibility to follow-up to ensure the renewal has been issued.

For more clarification to these options or access to the forms needed to complete the renewal, go to: ["Renewal-Financial Options"](#). In order for Contractors to retain renewal rights, they must respond in writing with the required information within 12 months of expiration date or place license in ["Retirement"](#). Always allow **30 days** for processing!

RENEWAL FAQ's

See the “Frequently Asked Questions” on our website for additional resources.

You may also check the status of your license at: <http://verify.tn.gov/>. Should you need further assistance, you may contact our office at 1-800-544-7693; by email at: Contractor.Renewal@tn.gov or contact the Renewal Staff directly as follows:

Rhea Cowan Phone: (615) 532-3985 Rhea.Cowan@tn.gov

Mark Burns Phone: (615) 532-3981 Mark.Burns@tn.gov

Kim Jackson Phone: (615) 532-3994 Kimmothy.L.Jackson@tn.gov

Notification Options Are Now Available!

You can now receive notifications from your licensing board or commission related to the following:

- New or Amended Statutes - New or Updated Rules
- Changes to Fees - Rulemaking Hearings related to Fees
- Significant Changes Impacting Your License - Changes to Policies

[Click here to sign up!](#)

Or register at http://www.tn.gov/notify-app/sign_up.html?agencyId=3

Thank you!