



State of Tennessee / Department of Commerce and Insurance  
Board for Licensing Contractors  
500 James Robertson Pkwy., Nashville, TN 37243-1150  
Website: <http://www.tn.gov/regboards/contractors/>  
Email: [Contractors.Home-Improvement@TN.Gov](mailto:Contractors.Home-Improvement@TN.Gov)  
Telephone: 800-544-7693 or Fax - (615) 532-2868

## Trade Exam Waiver Agreement (Reciprocity)

To obtain a **Tennessee** license without retaking the trade exam, a contractor may apply for a trade exam waiver by having one of the participating states (listed below), complete the attached "License Verification" form and returning it with their "[Tennessee Contractor's License Application](#)". Note: Some states charge a fee for completing. All of the forms and instructions may be downloaded from the Board's website at: <http://www.tn.gov/regboards/contractors/>

The following is a list of state agencies with a **trade exam** waiver (reciprocal) agreement with our Tennessee "**Contractor's**" license:

**Alabama** (General, Electrical, Residential, and HVAC)  
**Arkansas** (Arkansas Contractors Licensing Board)  
**Georgia** (Commercial Building and Electrical)  
**Louisiana** (Residential, Commercial, Electrical and Mechanical)  
**Mississippi** (Residential, Commercial, Electrical, Mechanical (Unlimited))  
**North Carolina** (Residential/Commercial)  
**Ohio** (Electrical; Plumbing; and HVAC)  
**South Carolina** (Commercial Contractors Licensing Board)  
**NASCLA** (National Commercial Exam)

### Exceptions and Other Requirements

The reciprocating state must be the applicant's home/domiciled state; or licensed in one of the participating states and taken an exam comparable to Tennessee's (e.g., if you've taken an exam with a state in which we do not have an agreement, you may need to take Tennessee's trade exam). If there is not a trade exam required, there is no need to apply for reciprocity of an exam waiver. See a list of exams at:

<http://www.tn.gov/regboards/contractors/documents/ClassificationOutlineWeb.pdf> Contractors with disciplinary action, open complaints or felony convictions are not granted a trade exam waiver.

All applicants must pass the "Tennessee Business and Law" exam with PSI, along with completing the entire license application with all financial requirements, insurance, and Board review. *(Note: A license is required prior to bidding, contracting or even making an offer to engage. Doing so is a violation of law and the license would be held for six (6) months.)*

### Other Tennessee Agencies and Licenses

Our reciprocity/trade exam waiver agreement only applies to "Contractors" licensed with our Board for Licensing Contractors and does **not** apply to our other license programs (Home Improvement; LLE; LLP) or other State licensing agencies separate from our Board, such as: *Alarm Systems Contracting Board* for security alarm systems; the *Division of Fire Prevention* for fire sprinklers; Geothermal with the Department of Environment and Conservation, etc., (see "[Valuable Resources](#)" link on the website). Contractors must comply with local government permits for inspections.

### Bid Preference Law

The [Bid Preference Law](#) is for those contracting in other states bordering Tennessee and says that our state requires the same of nonresident contractors as they do of resident contractors. This statute is found in T.C.A. 12-4-801 and states in part, should the bidder on a public construction project in this state be a resident of another state, contiguous to Tennessee, a like reciprocal preference is allowed. In short, if a nonresident's home state gives a preference to their residents, and adds a percentage to a nonresident's bid to increase the total bid amount, we would apply the same criteria to their bid on our state's work.

## Tennessee Licensed Contractors Requests

Contractors licensed with **Tennessee** may contact a participating state for their agency's license requirements. To have a **license verification completed by our Board**, you may email, fax or mail to our Board at the address listed above and we will be happy to complete, at no charge, and return per your instructions as quickly as possible. If you have questions, call (615)253-2144 or email [linda.ford@tn.gov](mailto:linda.ford@tn.gov)

## Out of State Licensed Contractor Requests

Contractors licensed in another state wanting to obtain a Tennessee contractor's license may obtain all of the instructions, including the "License Verification" form at: <http://www.tn.gov/regboards/contractors/contractor.shtml>

## Contact Information for Participating States

### 1. Alabama

- **Alabama Licensing Board for General Contractors** at: <http://genconbd.alabama.gov/default.aspx>
  - Commercial Exam (BC-B)
- **Alabama Home Builders Licensure Board** at <http://www.hblb.state.al.us/>
  - Residential Exam (BC-A)
- **Alabama Board of Heating, Air Conditioning, and Refrigeration Contractors** at <http://www.hacr.alabama.gov/>
  - HVAC Exam (CMC-C or CMC)
- **Alabama Electrical Contractors Board** at <http://aecb.alabama.gov/>
  - Electrical Exam (CE)

### 2. Arkansas

- **Arkansas Contractors Licensing Board** at <http://aclb.arkansas.gov/Pages/default.aspx>
  - All licenses within this agency
    - See their website for additional trade licenses with the other state agencies for Electrical, Mechanical, etc.

### 3. Georgia

- **Georgia – State Licensing Board for General Contractors** at <http://sos.ga.gov/index.php/licensing/plb/46>
  - Commercial Exam (BC-B) or NASCLA National Commercial Exam
- **NEW! Georgia Board of Electrical Contractors** at <http://sos.ga.gov/index.php/licensing/plb/21>
  - Electrical Exam (CE) – (Eff. November, 2013)

### 4. Louisiana

- **Louisiana State Licensing Board for Contractors** at <http://www.lslbc.louisiana.gov/>
  - All contractor exams within this agency

### 5. Mississippi

- **Mississippi State Board of Contractors** at <http://www.msbc.us/>
  - Mississippi will only accept Unlimited (Audit financial required)

### 6. North Carolina

- **North Carolina Licensing Board for General Contractors** at <http://www.nclbgc.com/>
  - BC-A for Residential Exam / BC-B; BC-A,B Combined for Commercial Exam

### 7. Ohio

- **Ohio Construction Industry Licensing Board** at <http://www.com.ohio.gov/DICO/ocilb/default.aspx>
  - Electrical (CE); Plumbing (CMC-A); and HVAC (CMC-C) Exams

### 8. South Carolina

- **South Carolina Contractor's Licensing Board** at <http://www.llr.state.sc.us/pol/contractors/>
  - Commercial - All contractors within this agency
    - SC Residential Building Commission does NOT reciprocate

### 9. NASCLA National Commercial Exam

- <http://www.nascla.org/>
  - Commercial Exam (BC-B)

## Tennessee Contractor's License Requirement

Pursuant T.C.A. § 62-6-102, a contractor must be licensed for projects **\$25,000 or more**, first prior to bidding, contracting or submitting a price, by the following:

- **Prime (General) Contractors** (*bidding directly to the owner*)
- **Subcontractors** (*bidding directly to a licensed contractor and not to the owner*):
  - **Electrical, Mechanical, Plumbing, HVAC and Roofing** are required to be licensed as a **Contractor** for projects **\$25,000** or more.
  - **Masonry** subcontractors when the total is \$100,000 or more (*includes materials and labor*).
- **Construction Managers**

See our website to obtain further information for license requirements in Tennessee at:

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

# State of Tennessee

## Board for Licensing Contractors

500 James Robertson Pkwy., Nashville, TN 37243-1150  
(615) 741-8307 or 800-544-7693 / Fax (615) 532-2868

Website: <http://www.tn.gov/regboards/contractors/> Email: [Contractors.Home-Improvement@TN.Gov](mailto:Contractors.Home-Improvement@TN.Gov)



### REQUEST FOR CONTRACTOR LICENSE VERIFICATION

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

CONTRACTOR LICENSE APPLICANT INFORMATION			
License Name:		License ID#	
Address:	City:	State:	Zip Code:
Telephone: (    )    -	Fax#: (    )    -		
Contract Person:		E-Mail:	
Signature:		Date:	
<p>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: <b>Alabama</b> – (General, Electrical, Residential, and HVAC); <b>Arkansas</b> (General Contracting); <b>Georgia</b> (Commercial and Electrical); <b>Louisiana</b>; <b>Mississippi</b>, <b>North Carolina</b> (Residential/Commercial); <b>Ohio</b> (Electrical; Plumbing; and HVAC); and <b>South Carolina General</b>. (Note: The Board also accepts the <b>NASCLA National Commercial</b> trade exam). Reciprocity is with the <b>TRADE</b> exam, only.</p>			

### LICENSE VERIFICATION

**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.

License Name: _____					
License ID#:	_____	Date Issued:	_____	Status:	___Active ___*Inactive ___*Expired
Expiration Date:	_____	Disciplinary Action:	___No ___*Yes	*Does not qualify for exam waiver	
License Classification(s): _____					
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 State; 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 who is either a resident of this state or is a resident of another state.

## LICENSE CLASSIFICATIONS

### **BUILDING CONSTRUCTION (BC)** (Trade 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)**

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".

#### **Commercial (BC-B)** (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.

**Small Commercial (BC-b(sm))** 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.

**Industrial (BC-C)** 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.

#### **Masonry (LMC)** (Masonry Trade Test Required)

#### **HEAVY CONSTRUCTION (HC)** (No Trade Test Required)

#### **HIGHWAY, RAILROAD AND AIRPORT CONSTRUCTION (HRA)** (No Trade Test Required)

#### **MUNICIPAL AND UTILITY CONSTRUCTION (MU)** (BC-B (Commercial) Trade Test Required)

#### **MECHANICAL CONTRACTING (Plumbing, Refrigeration, HVAC) (CMC)** (Trade Test Required – [Requires Pre-Approval](#))

##### **Plumbing and Gas Piping (CMC-A)** (Trade Test Required – [Requires Pre-Approval](#))

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

##### **Sprinklers & Fire Protection - (CMC-D)** (Trade Test Required) *Note: This requires a separate license with the [Division of Fire Protection](#)*

#### **ELECTRICAL CONTRACTING (CE)** (Trade Test Required)

See additional license classifications at:

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

***Note: All license classifications require the Tennessee Business and Law exam!***