



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

HOME IMPROVEMENT

Mailing Address: **500 JAMES ROBERTSON PKWY
 NASHVILLE, TN 37243-1140**
 TELEPHONE: 800-544-7693; (615) 532-3994 OR FAX: (615) 532-2868
<http://tn.gov/commerce/boards/contractors/> Email: HIC.Renewal@tn.gov

LICENSE ID# 000 _____ Expiration Date: ___/___/___

Home Improvement Renewal – Prof 1701- Fee \$200

LICENSE RENEWAL NOTICE

Fees Payable to: **“Home Improvement”**
 Renewal Fee: \$200.00 (2 Year Fee)
 Penalty (Per Month): 10.00
 Maximum Penalty: 30.00 (*Up to 90 days)
 *After 90 days: Must File Initial Application for Reinstatement

To reinstate an expired license, more than 90 days, complete the Home Improvement initial application, which may be downloaded from the website.

**LICENSE
 NAME:** _____

ADDRESS: _____
 (Address Change: ___NO ___YES – Make changes above) (If listing a P.O. Box, also include the physical address)

CITY _____ **STATE** _____ **ZIP** _____

TELEPHONE : (____) _____ - _____ ; **CELL**: (____) _____ - _____ **FAX**: (____) _____ - _____

Email: _____ **FEIN Tax ID#** _____

Mode of Operation: ___Sole Proprietor ___Partnership ___*Corporation ___*LLC
 *Corporation's and LLC's must be "active with the Secretary of State. Check status at: http://tn.gov/sos/bus_svc/corporations.htm

Name	Title	SS#	% of Ownership

1. ___*Yes ___No Have there been any changes to your licensed business name or mode of operation? If *yes, attach explanation.
2. ___*Yes ___No Have there been changes of responsible parties or owners since the issuance of your license? If *yes, attach explanation.
3. ___Yes ___**No Proof of General Liability Insurance attached, with a minimum coverage of \$100,000? (**If "No", license cannot be renewed.)
4. ___Yes ___**No Proof of Workers' Compensation Insurance attached? (**If "No", must supply "WC Questionnaire - see page 3).
5. ___*Yes ___No **Disclosure - Check "Yes" if any of the below are applicable:**
 - Have you been convicted of a felony?
 - Have you become involved in litigation, and/or had judgments/liens rendered in the field of home improvement?
 - Have you had a license revoked or suspended (from any State)?

If "Yes" is answered to any of these questions, please attach an explanation and/or court documents. Disclosure does not prevent a license from being renewed without the opportunity for a hearing of charges. However, failing to disclose information is a violation of law, where disciplinary action may be imposed, as well as, license revocation. (See T.C.A. § 62-6-509)

6. Please indicate the type of financial responsibility and expiration date you have on file with the Contractors Board - Home Improvement section. Please note, the license is considered invalid upon expiration or cancellation of the bond. Check one of the following:

\$10,000 Surety Bond with Original "Power of Attorney" is on file as continuous or attached
Name of Insurance/Bonding Company: _____
Expiration Date: _____ **Bond Number:** _____
 Cash Bond / Expiration Date: _____
 Property Bond / Expiration Date: _____
 Irrevocable Letter of Credit / Expiration Date: _____

(Notice: A bond/letter of credit cannot be released until one year after inactivity)

This is to acknowledge, I have read the questions pertaining to the renewal for home improvement license and answered true and correctly.

<u>Name</u>	<u>Signature</u>	<u>Date</u>
_____	_____	___/___/___
_____	_____	___/___/___
_____	_____	___/___/___
_____	_____	___/___/___

INSTRUCTIONS

In order to renew your Home Improvement license, the following items must be in place:

- **Renewal fee is \$200.00** for a two (2) year license, if received by the expiration date. Check or money order should be made payable to: "**Home Improvement**" and include your license ID number on the payment. Social Security Number will be used for identification purposes only and will not be a part of public record, pursuant 42 USC 666. License status may be checked at the Boards website or directly at: <http://verify.tn.gov/>
- **Late penalty fee is \$10.00** per month, not to exceed three (3) months - \$30.00. The license cannot be renewed if it has been expired in excess of ninety (90) days; must file a new initial application, which may be obtained by contacting the Board at 1-800-544-7693 or by visiting our website. May keep same ID# (See T.C.A. § 62-6-507)
- The renewal form must be complete. Answer questions 1 – 6; attach proof of insurance for general liability and workers' compensation, with the Board listed as certificate holder; attach documentation to any of the items checked "Yes"; \$10,000 financial responsibility, such as a surety bond, is needed unless current and on file; attach fee (renewal and any late fees); sign and mail to:

Mailing Address: **Home Improvement**
500 James Robertson Parkway
Nashville, TN 37243-1140

Please allow
5 to 7 business
days for mail
delivery!

NOTICE: Effective July 1, 2007, changes in the contractor's law for home improvement requires the following:

- (1) Contracts:** (1) Contracts must be in legible writing and contain the complete agreement between the owner and the home improvement contractor; (2) State the full names and addresses of all parties, the license number of the home improvement contractor, the date when executed by the parties and contain a description of the work to be done and the goods to be used; (3) Be completed in full without any blank spaces to be filled in after the contract is signed by the owner and clearly describe any other documents which are to be incorporated, and shall contain the following notice directly above the space provided for the signature of the owner: "NOTICE TO OWNER: Do not sign this contract if blank. You are entitled to a copy of the contract at the time you sign"; (4) Contain the approximate dates when the work will begin and be substantially completed; (5) Contain the agreed upon consideration for the work; (6) Contain a notice that all home improvement contractors must be licensed by the board and that any inquiries about a contractor should be transmitted to the board's office; (7) Contain all other matters upon which the parties lawfully agree; and (8) Not contain any power of attorney to confess judgment. No sales person, agent or employee of the contractor shall be authorized to make any changes in the agreement on behalf of the owner.
- (2) Advertising:** When advertising, must include license ID number and follow guidelines from the law and rules.
- (3) Prohibited Acts Include:** Mortgage notes preparation; failure to notify board of changes of ownership, name or address.
- (4) Business Locations:** License required for each location.
- (5) Workers Compensation:** Effective December 31, 2009, must provide coverage on yourself. (Public Chapter 1041)
- (6) Law and Rule Changes:** Review from the website at: <http://tn.gov/commerce/boards/contractors/>
- (7) Change of Ownership:** More than 20% requires obtaining a new license.
Name and Mode Changes: Must supply information relative to changes needed on license; may require a revised bond.

(The Board's physical address is located at 710 James Robertson Parkway; 3rd Floor Andrew Johnson Tower. All mail and fees must be delivered to the mailing address listed above. The Board office cannot accept fees at their physical location.

Coverage Determination – Questionnaire
(Required for Home Improvement Contractors NOT submitting Proof of Insurance)

The following questionnaire has been developed to assist licensees and our staff to determine whether proof of workers' compensation insurance coverage is needed in order to renew or obtain a license with the Tennessee Board for Licensing Contractors.

Effective March 1, 2011, Public Chapter 1149 requires contractors to supply proof of insurance coverage on themselves, in addition to their employees, unless they are exempt. A provision allows up to three (3) individuals as an **owner, officer, partner or member** to be exempt from coverage on themselves by registering each person on the license with the Tennessee Secretary of State as a **"Construction Services Provider"**. Therefore, licensee applicants without employees have the option provide proof of insurance or proof of registration for exemption, unless considered exempt from both (*sole proprietors and partners without employees or subs, working directly for a residential owner, etc.*). As always, check with your insurance agent to make sure you are properly protected on a project. To register online as a **"Construction Services Provider"** for exemption with Tennessee Secretary of State's office, go to: <http://tnbear.tn.gov/wc/> or you may call at (615) 741-2286. Check the Division of Workers' Compensation at: <http://www.tn.gov/labor-wfd/wcomp.html>

Questionnaire

1. If you check **ONE** of the following, you are **NOT EXEMPT** and must submit **proof of insurance**:

- One or More Employees
- Having more than as allowed for an exemption (three (3) owners or officers; or a partner retaining less than 30% ownership)

2. If you check **ALL** of the following, considered **EXEMPT** from submitting **proof of insurance**, and will need to **supply proof of registration** as a "Construction Services Provider" - <http://tnbear.tn.gov/wc/> (Licenses expired cannot register as a licensee with the Board and would not qualify for \$100 discount with Secretary of State)

- No Employees
- Less than three (3) owners and/or /officers; if a partnership, each partners owns a minimum of 30% of business entity.
- All owners/officers/members/partners are registered as a "Construction Services Provider"
- Does not meet the criteria in section "3" below; see attached registration for each individual on license (limited to three)

(Note: Partnerships will need to register with the Secretary of State's "Corporate" section to obtain a "Control #")

3. If you check **ALL** of the following, you are **EXEMPT** from supplying **proof of insurance and registration** as a "Construction Services Provider" as a condition of licensure:

- No Employees or Subs
- Sole Proprietor; or Partnership with less than three (3) members
- Does not perform commercial work and performs residential; works directly for the owner of project

4. Other: Considered **EXEMPT** from both the insurance and registration as a "Construction Services Provider" due to:

- Other: Exempt due to: _____
(Provide explanation allowed by law)

For more information concerning the Workers' Compensation law relative to requirements, exemptions, definitions of commercial projects, the amount of exempt contractors allowed on one project, penalties, etc., please refer to the website of the Department of Labor and Workforce Development at:
<http://www.tn.gov/labor-wfd/wcomp.html>

To register for an exemption as a "Construction Services Provider" go to: <http://tnbear.tn.gov/wc/>

See the Board's website for more information on the insurance requirements; and the law in its entirety for T.C.A § 50-6-901 may be downloaded from the Laws, Rules and Regulations of the Board's website at:
<http://tn.gov/commerce/boards/contractors/index.shtml>