

Retirement Fee

- \$ 25.00 – Yearly Fee
- \$ 50.00 – Two Year Fee

If license is expired (less than 12 months), include:

- \$200.00; and
- \$ 20.00 – Monthly Late Fee
- \$200.00 – Restart 7 year retirement cycle



BOARD FOR LICENSING CONTRACTORS

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NASHVILLE, TN 37243-1150

615-741-8307 or 615- 532-3985 / FAX 615-532-2868

<https://tn.gov/commerce/regboards/contractor/licensee-applicant-resources>

Email: Contractor.Renewal@tn.gov

For Office Use Only

PROF: 1801 (CONT)

XACT#: 4004 (RETIRE NEW)
(Cancel open 2010)

FILE#: _____

*ENTITY#: _____

FEE PAID: \$ _____

(*Assign payment to Entity)

RETIREMENT OF LICENSE – APPLICATION

(If business is inactive or not using the license, may place license in retirement in lieu of renewing contractor's license)

FEE: \$50.00 – Two (2) Year Retirement (Nonrefundable)

Total Enclosed: \$ _____

\$25.00 Fee for each year: ___ 1 Year; ___ 2 Years; ___ Other ___ Years

(If expired: ___ \$200.00 Renewal Fee; \$ _____ - \$20 Monthly Late Fee)

___ **NEW – Return with current license certificate and ID card**

___ **RENEW - Currently in a “Retired” Status**

- May retire for more than one (1) year; limited to seven (7) consecutive years; **\$25.00** yearly fee.
- If license is expired (**less than 12 months**), or it has been in retirement seven (7) years, must submit \$200.00 renewal fee and any late monthly fees.
- May not place in retirement if expired more than 12 months.
- Retirement of a license places it in an “inactive” status to allow renewal rights. Cannot bid or contract while the license is retired!

Contractor's License # _____

Expiration Date: _____

(If expired, must pay \$200 and \$20 monthly late fee)

License Name: _____

*Address: _____

*(*Address Change: ___ - No ___ - Yes)*

Attach *active* license certificate and pocket ID card: ___ Yes ___ No- Explain: _____

By placing license in retirement, this is considered an inactive status and you cannot perform, bid or contract with a retired license, as it would be considered unlicensed activity. *(If you prefer to dissolve the license and do not need to retain renewal rights, you may submit a written request to “Withdraw” and no fees are required.) Note: Only authorized owners or officers may place license in a retirement status.*

Print Name

Signature

Title

REASON FOR RETIREMENT: _____

(Optional: In an effort to better assist, this information may be beneficial to address concerns in the industry. Thank you!)

General Information

Process: License must be active or have renewal rights in order to retire. Complete the above portion, sign and return with the nonrefundable \$50 retirement fee to retire for two (2) years (using same renewal biennial cycle). However, there is an option to retire from 1 to 7 years by paying \$25 for each year. If this is a new retirement request and your license is currently active, please include your current license and certificate and I.D. pocket card. If license is expired, less than 12 months, please submit renewal fee (\$200) and late fees (\$20/month) in addition to the retirement fee. Renewal fees paid prior to retirement are non-refundable. A contractor's license may be retired annually up to seven (7) years. To restart the 7 year cycle, must pay the \$200 renewal activation fee. If you are unsure how many years it has been retired, you may simply send retirement fee and if additional fees are required, you will be contacted. Please be sure to renew retirement prior to expiration date on license. You are not required to complete the Renewal form or provide insurance and a financial statement to place the license in retirement. Renewal notices are not sent to retired inactive licensees.

Bringing out of Retirement: A license may be brought **out of retirement** at any time by completing the “Contractors Renewal” form which may be printed from our website at: <https://tn.gov/assets/entities/commerce/attachments/ContractorsRenewalWeb.pdf> For further information, you may refer to the statute T.C.A. § 62-6-126.

Online Licensing – Currently, the online licensing system **cannot** be used to place license in retirement **or** to bring out of retirement.

License status may be checked at:

<http://verify.tn.gov/>

Need	For Office Use Only	Done
___ Issue - ___ 2 Years; ___ - Other: ___ Year(s)		<input type="checkbox"/>
___ 2010 Xact: ___ Opened; ___ Canceled;		<input type="checkbox"/>
___ Open - 4004 Xact; ___ -Change Expire Date: _____		<input type="checkbox"/>
___ Exp: ___ 6011 Xact; ___ Denied – Change Status to Retired		<input type="checkbox"/>
___ \$200 fee (7 year max) ___ Letter		<input type="checkbox"/>
___ Late Fee – \$20 X ___ month(s) = \$ _____		<input type="checkbox"/>
___ Denied: Expired 12 months ___ Refund ___ Letter		<input type="checkbox"/>