

For Office Use Only – Check List

- Changed Status to Active
- Issue Duplicate Certificate

Xact# \_\_\_\_\_



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

Mailing Address: 500 JAMES ROBERTSON PARKWAY  
 NASHVILLE, TN 37243-1150

Telephone: (615) 741-8307 or 1-800-544-7693 / Fax: (615) 532-2868

<http://tennessee.gov/commerce/boards/contractors/> Email: [Contractor.renewal@state.tn.us](mailto:Contractor.renewal@state.tn.us)

**Reinstatement from Retirement**

- Not Urgent – Confirmation not needed; mail license certificate to address below.**
- Urgent! Please send confirmation of active license:  Fax  Email**

This is to reactivate a license which has had all fees and requirements fulfilled. If you retired the license in lieu of renewing, you will need to complete the "Notice of Renewal" form which may be obtained from the website.

**Contractor's License ID # 000** \_\_\_\_\_

**License Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
(Address Change:  - No  - Yes)

**City, State, Zip:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Proof of General Liability Insurance – Must Attach**

- Proof of Workers Compensation Insurance Attached  Yes  No - Not Applicable (No Employees)**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

**(Upon receipt of insurance, an updated license certificate will be mailed)**

**Bringing out of Retirement**

**Reinstatement from Retirement**

You may bring a contractor license **out of retirement**, if you retired the license after renewing the license (submitting renewal fees, financial statement, and proof of insurance) or while the license was active, you will not be required to re-submit the renewal form and fees. You may simply request the license to be reinstated by notifying our office, by completing this form and providing proof of insurance. Confirmation of license may be sent by fax or email or you may check the website at: <http://verify.tn.gov/> (Note: An updated license certificate will be mailed upon activation)

**Renewal Needed**

If you retired the license in lieu of renewing, you will need to complete the renewal form and this form is not needed. Submit renewal with \$200.00; financial statement (a CPA/PA is not required to complete unless the monetary limit **exceeds \$1,500,000**). For further information, you may refer to statute T.C.A. 62-6-126. May check status on the website at: <http://verify.tn.gov/>

**For Office Use Only/Check List for Issuance**

- License Active Prior to Retiring (Initial license issued with \$250.00 fee prior to retirement within 24 month license period)
- Renewal Form Received and Approved with \$200 Fee Prior to Retirement
- Does not Qualify to Reinstatement from Retirement:  Renewal Needed  Renewal Fees Needed
- Proof of Insurance Needed  Prior Renewal was Incomplete  Renewal Fees Refunded
- Other – Hold for \_\_\_\_\_