

Please send the completed license application with the hardship request to the Contractors Board as follows:

- Online License Application Submitted – Please email staff (see list below) to notify them that an early review is needed.
- Email - If there is not an online application for your type of request or you preferred to use the paper form, please scan the application and email the documents to the staff listed below. If a fee is required, please also mail it with the original application. Include “**Hardship Request**” as the email subject.
- When sending by mail (*regular, express, UPS, FedEx, etc.*) send to:

Mailing Address

Tennessee Board for Licensing Contractors
4th Floor, Davy Crockett Tower
500 James Robertson Parkway
Nashville, TN 37243-1150

Please note, due to the departmental mail room procedures, state mail takes approximately 5 to 7 business days for delivery to our office; overnight mail takes approximately two (2) days to be scanned to us. If needing immediately, please send a copy by email or fax and then send the original with any applicable fee. If no fee is applicable, mailing the original is not required.

- Contact information is as follows:

Email	Staff Member	Telephone #
Revision Requests:	Rhonda.M.Emanuelson@tn.gov	(615) 253-5741
New License:	Katherine.Holliman@tn.gov	(615) 532-3983
Board Office:	Contractors.Home-Improvement@TN.Gov	(615) 741-8307
Fax:		(615) 532-2868

- If you do not receive an acknowledgment from the staff member above, they may be out of the office and you should contact the Board office to follow-up and ensure it has been received. Confirmations are sent within 2 business days.

For more information relative to the contractor’s license application process or obtaining a revision, please refer to our website at: <http://www.tn.gov/commerce/section/contractors-home-improvement>

HARDSHIP CRITERIA: The law requires all contractor license requests to be approved by the full Board and since the Board only meets six (6) times annually, the hardship process is a means to expedite the review process in order to approve a contractor on an emergency basis. The “Hardship” process simply allows a license to be approved prior to their next meeting (see “[Public Meetings Calendar](#)” for meeting dates), and it only applies for cases where it would be a hardship to the owner (not the contractor) if the contractor is not able to bid their project. **None of the application process or requirements may be waived.** The license or revision application must be complete before requesting an early review.

HARDSHIP DENIED: A hardship request **cannot** be considered for the following: Incomplete Application (*including exams, financial statements, proof of insurance, etc.*); Lack of Hardship Letter from Owner; Complaints (open or closed); Court Judgments; Felony Convictions; or License Law/Rule Violations. These applicants are required to interview with the Board and must be scheduled for the next regularly scheduled Board meeting. See also TCA § 62-6-118 - 120 (*contracting without first being properly licensed by the Board*) in which the license may be denied or held.