



**BOARD FOR LICENSING CONTRACTORS**

500 JAMES ROBERTSON PARKWAY  
NASHVILLE, TENNESSEE 37243-1150  
(615) 741-8307 / FAX: (615) 532-2868

Website: <http://www.tn.gov/commerce/section/contractors-home-improvement>

Email: [Contractor.App@tn.gov](mailto:Contractor.App@tn.gov)

***Emergency Temporary Contractor’s License Request  
Examination Waiver***

In accordance with [Executive Order No. 13](#) by Governor Bill Lee, item #5 states a temporary contractor’s license may be issued to provide for the protection of the health, safety and welfare of the public. Qualified contractors may apply for an examination waiver for a temporary six (6) month contractor’s license. This provision is available to contractors wanting a license to assist victims affected by the severe weather and tornado damage on March 3, 2020. To obtain a license examination waiver, the license applicant must have sufficient experience and knowledge in the field of contracting for the license classification requested. Applicants will need to complete the application process in its entirety, with the exception of the examinations, to obtain an emergency temporary contractor’s license. In addition, Item#14 of the Executive Order exempts a license to perform storm damage cleanup. This order remains in effect until May 2, 2020.

**1. EMERGENCY TEMPORARY LICENSE REQUEST**

Contractor’s Business

Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_-\_\_\_\_; Email: \_\_\_\_\_

**2. PROVIDE NOTARIZED STATEMENT REGARDING LICENSE USE TO ASSIST VICTIMS**

- Provide statement that this license will be used to assist victims; counties where you plan to work, type of work, and notarize.

**3. COMPLETE “INITIAL TEMPORARY CONTRACTOR” LICENSE APPLICATION”** (available online at: <http://core.tn.gov/>)

Complete the “Initial Temporary Contractor License Application” online application with the exception of the exams. The licensing instructions are available on the website at: <https://www.tn.gov/commerce/regboards/contractor> The application fee for a six (6) month license has been prorated from \$250 to **\$60.00**.

**4. DISCLOSURES AND SIGNATURE**

As contractor requesting an emergency temporary license, “I  **\*HAVE** or  **HAVE NOT** engaged in unlicensed contracting which would be in violation of T.C.A. 62-6-120; and  **\*HAVE** or  **HAVE NO** history of construction complaints in any state; and  **\*HAVE** or  **HAVE NOT** been convicted of a felony.

\_\_\_\_\_  
**Contractor’s Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**

\*If you checked “HAVE”, you may not qualify for an emergency temporary license with examination waiver. Please send a detailed explanation before completing the application process and email to: [Contractor.App@tn.gov](mailto:Contractor.App@tn.gov)

## ★ Temporary Contractor License Request ★

Before applying for a contractor's license, you'll first need to contact a licensed CPA to prepare a Reviewed or Audited financial statement (these can take approximately 4 to 6 weeks to prepare). The online application will require attaching a reference; certificate of insurance for general liability and workers' compensation coverage; list of experience; and corporate/LLC entities will need to provide proof where they have registered with the Tennessee Secretary of State. In addition, please attach page one (1) of this completed request form with the notarized statement that this license will be used to assist victims; list the counties where you plan to work and the type of work. *Note: The business name on the license should not be similar to another active contractor's license. Please check names at: <http://verify.tn.gov/>*

- After getting all documents scanned to attach, complete the online license application for an **"Initial Temporary Contractor License"** after setting up an online account at: <http://core.tn.gov/>
  - Go to: "Contractors: Contractors and Ltd Licensed Plumbers"
  - Select: **"Initial Temporary Contractor"**
- Forms resource for documents to be attached to the online application is available at: <https://www.tn.gov/content/dam/tn/commerce/documents/regboards/contractors/forms/BLC-OnlineApplicationResource.pdf>
- Complete instructions, including for the financial statement, insurance format, corporate registration, reciprocal and information for renewable two (2) year license, are available at: <https://www.tn.gov/content/dam/tn/commerce/documents/regboards/contractors/forms/ContLicenseApplicationWeb.pdf>
- The prorated application fee is \$60.00 for a six (6) month temporary contractor's license and may pay online.
- Contractors may use these same documents to apply for a two (2) year contractor's license.
- If you have questions, you may send by email [Contractor.App@tn.gov](mailto:Contractor.App@tn.gov) or call the Board's office at 615-741-8307.

Item #14 of Executive Order 13 allows contractors to perform storm damage cleanup, resulting from the severe weather in Tennessee, without a contractor's license. This order remains in effect until May 2, 2020.

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## ★ License Expiration ★

Please note, this temporary license is issued for six (6) months and is not renewable. Contractors wanting to continue to perform work as a licensed contractor should take steps to pass the exam(s) prior to the temporary license expiring. We will use the same documents from the temporary license application request (*financial statement, insurance, list of experience, reference*) to obtain our two (2) year contractor's license.

Be sure to keep in consideration before starting projects where your license may expire before completing the work started to avoid license law violations.

Thanking you in advance for your willingness to help the victims from the severe storms and tornadoes.