

Department of Commerce & Insurance  
Division of Regulatory Boards  
**TENNESSEE BOARD FOR LICENSING CONTRACTORS**  
Mailing Address: 500 James Robertson Parkway; Nashville, TN 37243-1150  
Telephone: 800-544-7693 or (615) 741-8307; Fax: (615) 532-2868  
Website: <http://tn.gov/commerce/boards/contractors/>  
Email: [Contractors.Home-Improvement@TN.Gov](mailto:Contractors.Home-Improvement@TN.Gov)

## License Search Tips, Status Definitions, Forms and Downloadable Reports - Resources

### LICENSE SEARCH - <http://verify.tn.gov/>

This site allows checking the license and status of all licensees within the Regulatory Boards. See tips and status explanations for more information.

### Status, Expiration Date, Type & Name

Always check the “**Status**” and the “**Expiration Date**” to see if the licensee is properly licensed, as well as the “**Name**” and the type of license. For example, all licenses look the same; therefore, make sure the person acting as a “Contractor” has this Tennessee license and not an “Auctioneer”; “Land Surveyor”, or “Fire Sprinkler” license from another Division. In addition, only the entity or individual issued the license may use the license. Therefore, family members cannot all work individually under one license, unless they are employees, owners or officers. For example, “John Doe” could not operate as “Doe’s Quality Building” and use his sister’s license, “Mary Doe’s Construction”. He could work as an employee for Mary Doe’s Construction, but cannot contract or perform work under his own business. Contractors from other states must obtain a Tennessee license; as states do not allow use of their license from state to state and there are NO such reciprocal agreements.

### Search Tips

Licenses for all our contractor programs along with others within the Division of Regulatory Boards, are all listed on this site. Therefore, more criteria and fields are available, but not needed for our license search. The Board for Licensing Contractors has various professions: **Contractors, Home Improvement, Limited Licensed Electricians and Limited Licensed Plumbers.**

All of our licensees, except for “Limited Licensed Plumbers” are searchable online by the “**Last Name/Firm**” field, only; it will not recognize the “First” name field. However, the “Limited Licensed Plumbers” are only licensed as individuals and searchable by the Last and First Name fields. Also, the system is very sensitive and licensees will only display if entered in the exact name as licensed and best to enter part of the name, only. You may enter a percentage (%) sign in front of the name (*this site does not allow cross referenced searches by the “individual” owners of the license if they are using a “business” entity name.*) In addition, you may perform a search by the “**License #**”. License numbers are duplicated, but not within the same program. Therefore, unless you limit a search to a “Profession” such as “Contractors”, it will bring up all licensees with the same license number (*Accountants, CPA’s, Auctioneers, Architects, Barbers, Home Improvement, etc.*).

### **The following are tips to assist in looking up a license:**

- For best results, search by only one (1) criteria, using partial information in one field;
  - Doe Construction; search by entering only Doe or %Doe in the Firm Name field

- Licensees as Contractors, Home Improvement, and Limited Licensed Electricians are licensed as organizations by "**Firm Name**"; do not enter a "First" name section;
- If there is a period (.) in the name, include as part of the search;
  - J.D. Builders – Search by J.D.; or if there is a space after J., enter J. D. (unless using a % sign to pull all from the database)
- Should they hold a license as: "Doe, John"
  - Enter "Doe" as the firm name or try "John" (*depends on how they've been approved for a license*)
- If you know part of the name, you may enter a percent sign % in front of the name
  - %Jon and it will bring up all licenses with "Jon" in the name; and
- You may limit your search to a certain profession by scrolling to only one, such as: Contractors; Limited Licensed Electricians; Home Improvement; Limited Licensed Plumbers, etc.

We sincerely apologize for the system being confusing! If for any reason you cannot find the licensee, send us an email and we will check for you by the street address or individual name.

### **Details of Licensees**

After pulling up a licensee, you may check details on the licensee such as their status and expiration date. For "Contractors", you may also look up their license classification and monetary limit by clicking onto "**Details**" box next to the "License #". The "status" is actually tied to our Board's database, and the last transaction of the licensee. Therefore, you must also rely on the **expiration date**. Changes processed during the day will not show up until the next business day (updated within 24 hours).

### **The following are status codes:**

- **Active**
  - Has a current license if their license expiration date is current, considered properly licensed.
  - The expiration date is **expired**, considered **unlicensed** with renewal rights (up to 12 months for contractors); cannot operate with an expired license, delinquent or retired, regardless of the status.
    - Active status, but shows license **expired** means they may have submitted a renewal, but has not been approved for issuance.
    - Considered **unlicensed** if their **expiration date** is not current

**Active licensees may only operate if their expiration date is also current and not expired or retired; need a QA, etc., there is not a grace period to allow working on a license that has not been approved.**

- **Delinquent**
  - License **expired** and the Renewal has not been received or was received late
    - Considered unlicensed and has limited renewal rights
  - License **expired** and the renewal may have been received, but owes late fees.
    - (Note: After a renewal is received late, the status typically remains "Delinquent" until staff issue the license certificate.
  - Considered **unlicensed** until renewal is issued with a current expiration date.
- **Failed to Renew**
  - License expired after status has been "Delinquent" over 12 months; or
    - No longer has renewal rights, unless renewal received prior to being expired 12 months; may be required to file a new license application for reinstatement.

- Considered **unlicensed**
- **Needs QA**
  - Qualifying Agent (QA) left and they have 90 days to designate another individual to pass the exam or the classification is **invalid**.
    - If they fail to assign another after losing renewal rights, must reinstate through the new license process. Cannot operate as a licensee after 90 days; considered **unlicensed** regardless of expiration date.
  - Considered the same as “**Delinquent**” and **unlicensed**.
- **Retired**
  - Contractors are the only profession within our Board who may retire their license by submitting a \$25.00 for each year (up to seven years). They voluntarily place current a license in a dormant/inactive status while not working and canceled their insurance;
  - In lieu of renewing, placed in dormant status. May retire annually up to seven (7) years; may renew “retired” status at expiration date.
  - Cannot operate in a retired status, regardless of current expiration date; considered unlicensed.
    - Retired licenses are issued expiration dates in order to renew their retirement status or renew to active.
    - If a retired license states 07/31/2011; this means they must renew the retirement or renew the license (in order to avoid late fees)
- **Withdrew**
  - Voluntarily inactivated the license (out of business; obtained another license; or consolidated licenses; or
  - Canceled their pending application for a license.
  - Considered unlicensed regardless of expiration date.
- **Military**
  - Notified of military leave to inactivate license to keep renewal rights.
    - Considered Unlicensed until renewed
- **Revoked**
  - License revoked by the Board; or
  - Licensee waived their right to a hearing and relinquished license by consent order.
  - Considered unlicensed for discipline.
- **Denied**
  - License may have a current expiration date due to being issued prior to audit and did not fulfill renewal requirements.
  - Must supply additional information to continue to operate and retain renewal rights.
  - Considered unlicensed.
- **Bad Check**
  - Licensee owes fees to cover insufficient funds and cannot operate;
  - License may have a current expiration date but considered an unlicensed status.
- **Expired**
  - The open transaction for the application expired after the designated amount of time (typically 12 months).

- Expired status does not mean the licensee has ever been license; but that the application submitted has been held or never completed.
- **App in Proc**
  - Application for a new license has been received and awaiting Board review for approval and issuance.
  - Licensee cannot operate until Board meets and license issued with current expiration date
    - Only exception is “**Hardship**” approvals
- **Do Not Use**
  - Licensee applied for a new license when it should have been a revision to their current license.
- **Adm Error**
  - Administrative error by board staff; duplicated entry

### **Classification and Monetary Limit - Details**

Only the “Contractors” profession with our program is assigned license **classifications** and **monetary limits**. To check the classification codes of a contractor, you may go to the Board’s website and click onto “**Contractor Classifications Outline**” or at the direct link of: <http://tennessee.gov/commerce/boards/contractors/documents/ClassificationOutlineWeb.pdf>

For example, a contractor building residential homes would need a classification as: BC-A; or BC; or BC-B; electrical contractors would have a CE classification; etc. (see contractor classifications outline for more examples). A contractor is limited to performing work based on their **classification** and **monetary limit**.

All other licensee professions: Limited Licensed Electricians; Limited Licensed Plumbers; and Home Improvement Contractors, are limited to projects **less than \$25,000** and do not have classifications or monetary limits designated on the details.

## **2. REPORTS AND DATA**

If you are in need of a listing of licensees, please go to the [Reports and Data](#) of our website the “Quick Links” from our website at: <http://tn.gov/commerce/reports/index.shtml>

A variety of reports are available in the following format:

**Contractors (Excludes Home Improvement Contractors)**

**Home Improvement**

**Limited Licensed Electricians**

**Limited Licensed Plumbers**

**Pre-licensed Exam Course Providers**

For a specialized listing, such as, to obtain a list of residential (BC-A) contractors, you may contact the Board by email at: [Reg.Boards@tn.gov](mailto:Reg.Boards@tn.gov)

### **3. FORMS AND DOWNLOADS**

The Board has a variety of forms and applications at the “Quick Links” on our website, and these include complete instructions on the licensing process. You may access this link to obtain applications from our website, or the direct link at:

<http://tn.gov/commerce/boards/contractors/forms.shtml>

### **4. DISCIPLINARY ACTION (CLOSED COMPLAINTS)**

Complaints are not listed on the website unless they have been disciplined by the Board and the case is closed. To check the complaint history, you may contact the Board staff by phone or email (see “*Contact Information*” on the website).

To check disciplinary action or problem contractors, you may review at the “*Consumer Resources*” from our website at: <http://tn.gov/commerce/boards/contractors/index.shtml> Our office has limited information on complaints with an “open” status while in the process of being investigated, however, you may contact us to inquire to the history of complaints.

### **Valuable Resources**

For information relative to the construction industry, please also review our “Valuable Resources” link at: <http://tn.gov/commerce/boards/contractors/links.shtml>

(Rev. 2/11)

### **Board for Licensing Contractors - Website**

<http://tn.gov/commerce/boards/contractors/index.shtml>