

Application/Instruction Booklet

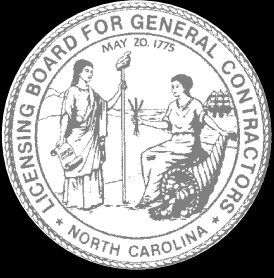
Application for License to Practice General Contracting in the State of North Carolina.

The *Application for License to Practice General Contracting in the State of North Carolina* is available in Portable Document Format (PDF) for your use. However, incomplete applications will not be accepted and will be returned to the applicant.

If you choose to download the Application for License, the following requirements must be met:

1. Photocopies of the completed Application for License will not be accepted.
2. Faxed or emailed copies will not be accepted.
3. All signatures must be original.
4. The Application for License/Attachment(s) must be printed on white paper with black ink on clean, unused paper.
5. The minimum paper weight must be either 20 lb. or 24 lb.
6. Pages must be printed and completed on one side only.
7. We reserve the right to return illegible Applications.
8. The completed Application for License and attachments must be submitted in an envelope no smaller than 9½ x 12½. (Folded applications will be returned.)

Note: We do not provide assistance for computer and/or computer printing issues.



**North Carolina Licensing Board
for General Contractors**

- **Licensure
Application
Form with
Attachments**
- **Application
Instructions**
- **Examination
Information**

2010

**Application for
License to
Practice General
Contracting in
the State of
North Carolina**

Only one (1) application per entity may be submitted.

This booklet has been prepared and published by the North Carolina Licensing Board for General Contractors to provide information and assistance to persons, firms, corporations and other parties interested in filing an application for licensure to practice general contracting in North Carolina.

Every effort has been made in creating this booklet to give the prospective applicant the most complete, up-to-date information necessary for filing an application for licensure with the Board.

A *Candidate Information Bulletin*, listing the suggested study guides, will be mailed to approved candidates along with their eligibility letter(s).

A copy of this publication can also be found on the North Carolina Licensing Board for General Contractors website at www.nclbgc.org. Click on *Examinations* and *download this document*.

PSI Examination Services
www.psiexams.com

Note:

Licensed General Contractors are not to complete the application form in order to i) change classifications, ii) add classifications, or iii) add additional qualifying examinees to their license file. The president or owner of the company must complete an "Examination Request Form." These forms may be obtained from the Board office.

Licensing Information

North Carolina General Statute §87, Article 1 provides that “any person or firm or corporation who for a fixed price, commission, fee or wage, undertakes to bid upon or to construct or who undertakes to superintend or manage, on his own behalf or for any person, firm or corporation that is not licensed as a general contractor pursuant to this Article, the construction of any building, highway, public utilities, grading or any improvement or structure where the cost of the undertaking is thirty thousand dollars (\$30,000) or more, or undertakes to erect a North Carolina labeled manufactured modular building meeting the North Carolina State Building Code, shall be deemed to be a ‘general contractor’ engaged in the business of general contracting in the State of North Carolina.”

Every general contractor must apply and be licensed in the name in which the business is to be conducted and in the manner in which the general contractor is doing business, **if acting as a general contractor for projects costing \$30,000 or more.**

All general contractors licenses are granted either in the name of the individual applicant or his/her proprietorship, in the name of a partnership, in the name of a corporation, or in the name of the LLC or LLP. Licensees should not allow unlicensed persons, firms or corporations to use the general contractor’s license. Although licensed general contractors may have an ownership interest in an unlicensed entity, the unlicensed contractor may not use a general contractor’s license for any reason. Violators of the general contractor laws and regulations may be disciplined by the Licensing Board for General Contractors for allowing the use of a license by an unlicensed person or other entities. Appropriate sanctions may include suspension or revocation of license.

The license year ends on December 31st. License renewal forms are mailed to license holders on or around October 15 of each year for the following year, and licenses may be renewed at any time upon receipt of the renewal form. It is the responsibility of the licensee to be certain that the renewal application has been received. If the licensee has not received the renewal application for licensure within thirty (30) days after the mailing date shown above, then he or she should contact the Board office. Licenses may be renewed in January without a penalty fee for late renewal. However, there is a penalty charge of \$10.00 per month imposed on renewal applications filed and received after January 31 of the calendar year. A lapse of two (2) years in the renewal of a license will require that the licensee file a new application with the Board and meet all requirements and qualifications as a new applicant for licensure.

This license application form is the equivalent of a sworn affidavit and must be signed before a Notary Public. Misrepresentations, omissions, or false statements in this application may result in an applicant being prohibited from taking a qualifying examination. If sufficient cause is found, the Board may delay issuance of a license to any applicant or impose such other appropriate disciplinary action as provided in G.S. §87, Article 1.

Penalties for giving false information can include suspension or revocation of license. (G.S. §87-13)

The examination may be administered to any qualified full-time, responsible managing employee of the applicant (G.S. §87, Section 10, Laws & Regulations booklet). Consultants or independent contractors of the applicant are not eligible and may not be candidates for examinations. **Examinees do not become licensed general contractors by successfully completing examinations.**

The **applicant’s** Tax Identification Number (TIN) must be provided on Page A8. Applications submitted without this TIN number will be considered incomplete, and the application will be returned.

Once licensed, an applicant may be disciplined by sanctions such as license revocation or revocation of the qualifier’s credentials for failure to comply with the applicable portions of the code and/or the laws and regulations pertaining to the practice of general contracting.

Important Information Concerning Qualifying Responsible Individuals

An aspect of licensing often overlooked or frequently taken for granted by many general contractors deals with qualifying individuals or parties who leave the employ of a licensee. When this occurs, general contractors may face some fairly serious implications or licensing problems. For instance, if an individual serves as the qualifying responsible managing officer or member of a company, through his or her examination, and then ceases to be connected with the company, the licensee is responsible for replacing the qualifier within 90 days. This would occur if the qualifying individual was the only individual who had successfully completed an examination. The operative law in this situation, N.C.G.S. §87-10, states “. . . if the person so examined shall cease to be connected with the applicant, then in such event the license shall remain in full force

and effect for a period of 90 days thereafter, and then be canceled, but the applicant shall be entitled to a reexamination.” Within 2 years the license would be reinstated subsequent to a licensee having another qualifying examination successfully completed.

Here’s an illustrative example: License holder has one (1) qualifier (through examination). The qualifier leaves the company or is deceased. The license is then placed on invalid status 90 days from the day the qualifier leaves (or dies) if there are no other qualifying parties. The license would remain on invalid status for a period of 2 years unless an examination is successfully completed by the applicant and all appropriate fees are paid. After 2 years, the license would no longer be valid.

Qualifiers (through examination) are required for retaining licenses. To avoid this particular situation, this office recommends that licensed entities have more than one qualifier (through examination) for each classification of licensure at all times.

It is the responsibility of the licensed entity to notify this Board immediately, in writing with a termination date, when a qualifying person is no longer employed with the licensed entity.

Public Records

Information submitted with any application may be considered a public record as defined under North Carolina General Statute, Chapter § 132-1 et seq. and may be subject to disclosure to the public upon request.

As per North Carolina General Statute §93B-14, every occupational licensing board shall require applicants for licensure to provide to the Board the applicant’s social security number. This information shall be treated as confidential and may be released only to the governmental agencies as listed in North Carolina General Statute §93B-14.

Fees

Application fees are outlined at the top of Page A3 of the application form (provided in this package) and will pertain to the requested limitation of licensure. Applicants must pay the examination fee(s) to the testing vendor after the application has been accepted and approved.

If more than one (1) application is submitted (for example, husband and wife), each application form must have a separate check attached. Do not send one (1) check to cover the fee(s) for more than one (1) application.

Cash is not accepted as a form of payment and will be returned.

Classification and Examination

All applicants must complete Question #1 (of the application form) which classification is sought for licensure. The name (as it appears on Photo ID) and social security number is required for all responsible managing individuals to be scheduled for an examination, to be considered qualifiers by examination(s) previously passed in North Carolina, or by the South Carolina/Tennessee waiver agreement. Only one (1) application per entity may be submitted. If additional examinees are to be scheduled or qualifiers to be considered, the exam classification, examinee’s/qualifier’s name and social security number must be listed on a plain sheet of paper and submitted with the application. (Applications submitted without this information will be considered incomplete, and the applications will be returned.) Be certain that the requested examination classification is correct before submitting the application to the Board office.

Sole Proprietorships

All applicants filing an application as a sole proprietorship are required to submit a photocopy of the filed **Certificate of Assumed Name** as issued by the North Carolina Register of Deeds Office from the counties in which they will be doing business. Applications submitted without this document will be considered incomplete, and the application will be returned.

Partnerships

All applicants applying in a partnership name must also complete Questions #18, #19, #20 and #21 on the application. If filing as a general partnership, a photocopy of the **General Partnership Agreement** is

required to be submitted with the application. If filing as a limited partnership, a photocopy of the **Certificate of Limited Partnership** filed with the North Carolina Secretary of State's office is required to be submitted with the application. If filing as a registered limited liability partnership (RLLP), a photocopy of the **RLLP Application** that has been filed and registered with the North Carolina Secretary of State's office is required to be submitted with the application.

For further information contact the North Carolina Secretary of State's office, 300 North Salisbury St., Raleigh, North Carolina 27611, Telephone No. (919) 807-2225.

All partnerships filing an application with an assumed name are also required to submit a photocopy of the filed **Certificate of Assumed Name** as issued by the North Carolina Register of Deeds Office from the counties in which they will be doing business. Applications submitted without this document will be considered incomplete, and the application will be returned.

Applications submitted without the above items will be considered incomplete, and the application will be returned.

Corporations/Limited Liability Company (LLC)

All applicants applying for a license as a corporation are also required to complete Questions #15, #16, #17 and #21 on the application. If the corporation is a North Carolina domestic company, a photocopy of the **Articles of Incorporation** (with seal) as certified by the North Carolina Secretary of State's office is required to be submitted with the application. If the corporation is a foreign company, a photocopy of the **Certificate of Authority** (with seal) as certified by the North Carolina Secretary of State's office is required to be submitted with the application. The above mentioned seal is the North Carolina Secretary of State's Seal found on the bottom left corner of the document.

All applicants applying for a license as a Limited Liability Company (LLC) are also required to complete Questions #15A, #16A, #17 and #21 on the application. If the LLC is a North Carolina domestic company, a photocopy of the **Articles of Organization** (with seal) as certified by the North Carolina Secretary of State's office is required to be submitted with the application. If the LLC is a foreign company, a photocopy of the **Certificate of Authority** (with seal) as certified by the North Carolina Secretary of State's office is required to be submitted with the application. The above mentioned seal is the North Carolina Secretary of State's Seal found on the bottom left corner of the document.

For further information contact the North Carolina Secretary of State's office, 2 South Salisbury St., Raleigh, North Carolina 27601-2903, Telephone No. (919) 807-2225.

All corporations/LLC filing an application with an assumed name are required to submit a photocopy of the filed **Certificate of Assumed Name** as issued by the North Carolina Register of Deeds Office from the counties in which they will be doing business. Applications submitted without this document will be considered incomplete, and the application will be returned.

Applications submitted without the above items will be considered incomplete, and the application will be returned.

References

All applicants are required to submit three (3) letters of reference. Letters of reference should demonstrate to the Board that the applicant is possessed of good character and is qualified as to competency, ability and integrity. References should provide an evaluation of the applicant as to the reference's general experience with the applicant. References must be no older than 12 months from the date of receipt of the application by the Licensing Board. Reference letters must be written on business letterhead from the provider or the reference provider's signature must be notarized. References should not be from family members or inter-related companies (for example parent/subsidiaries and their employees). Form letters cannot be accepted.

All applications without the required number of references will be considered incomplete, and the application will be returned.

Financial Statements

The financial statement must be **in the exact legal name** of the applicant shown on Page A1 of the application. Individuals must report financial information of oneself; sole proprietors must report financial information of the proprietorship. Partnerships must report financial information on the partnership entity. Corporations/LLC must report financial information of the corporate/LLC entity. Consolidated financial statements of affiliated corporations are not acceptable unless the applicant is the parent corporation. Page A1 of

the application, the signatures on Page A8 of the application, the financial statement on Page A6 and all verifications must be exactly the same, (including all punctuation and names as Jr., Co., Company, Inc., Incorporated). The requirement for a given limitation is established by **working capital** (not net worth). Working capital requirements are as follows:

<u>Limitation of License</u>	<u>Cost Per Project</u>	<u>Minimum Working Capital Required</u>
Limited	Up To \$500,000	\$ 17,000
Intermediate	Up To \$1 Million	\$ 75,000
Unlimited	No Limit	\$150,000

Working capital is determined by subtracting current liabilities from current assets.

The purpose of the financial statement required with the application is not only to see that the applicant meets the working capital requirements, but also to show the entire financial picture of the applicant's assets and liabilities. The entire financial information of the applicant must be disclosed.

All financial statements submitted must be prepared in conformity with generally accepted accounting principles (GAAP). (See NCAC Title 21; Chapter 12.0204 (a-f) for eligibility requirements)

All applicants filing for licensure in the Intermediate or Unlimited limitations must submit with the application form an audited financial statement with an unqualified opinion, a classified balance sheet, and notes to the financial statement prepared by a certified public accountant or an independent accountant who is engaged in the public practice of accountancy. The audited financial statement cannot be older than twelve (12) months from the date of receipt of the application by the Licensing Board.

Applicants filing for licensure in the Limited limitation will be required to either complete the balance sheet on page A6 in its entirety (top and lower portions) or submit a compilation statement with full disclosures, classified balance sheet, and notes to the financial statement or a review with a classified balance sheet, and notes to the financial statement or an audited financial statement with a classified balance sheet, and notes to the financial statement that has been prepared in accordance with generally accepted accounting principles. If the applicant completes the balance sheet on page A6 on the application, the name of the individual, firm or corporation and the date of the financial information must be provided. The financial information submitted cannot be older than 12 months from the date of receipt of the application by the Board. The application will be returned if the balance sheet is not completed in its entirety or the proper financial statement is not submitted.

An audited financial statement with a classified balance sheet as part of the application must be provided if the applicant or any owner, principal, or qualifier is in bankruptcy or has been in bankruptcy within seven years prior to the filing of the application.

All lists and statements as referenced on the balance sheet must be attached. The specific amount of cash on hand (\$500 or more) must be verified on a notarized statement. (Cash on hand constitutes cash and checks on hand which are undeposited in a financial institution.) Do not leave empty spaces or unanswered statements on the balance sheet. For example, if you have no current liabilities, write in "none."

Notes/Accounts Payable—Principal due within 12 months must be listed as a current liability. Principal due 13th month until the balance of loan is satisfied (paid) must be listed as a long-term liability. **(If no principal is due on notes/accounts payable within 12 months, a notarized statement from lender with due date and loan amount must be submitted.)**

Marketable securities are investments in publicly exchanged securities. If using marketable securities as a current asset, verification [statement(s) from brokerage firm(s)] must be attached to the application listing the owner's name, the name of the marketable securities, value, number of shares and the public exchange on which the stocks are traded. Held-to-maturity securities are recorded as non-current assets and reclassified to current assets when maturity is within the next year. Available-for-sale securities are either (1) recorded as current assets because they represent an excess of available funds and, even though management has no current plans to dispose of them, it can sell them at any time at its option or (2) classified as current and non-current based on management's plans to dispose of them. Marketable securities are classified as current assets and should ordinarily be reported at fair market value. Investments in closely held corporations are non-current assets.

Attach Check Here



APPLICATION FOR LICENSE TO PRACTICE GENERAL CONTRACTING IN THE STATE OF NORTH CAROLINA

Name of Applicant _____

(Exact name in which license is to be issued, i.e., corporation, partnership, individual, proprietorship)

Applicant's Street Address or P.O. Box _____

City _____

State _____

Zip _____

County _____

Telephone Number _____

()

E-mail Address (Optional) _____

For Office Use Only

The Application for License/Attachment(s) must be printed on white paper with black ink on clean, unused paper. Information on this application must be typewritten or completed in dark ink.

■ Notice of Penalty for Submittal of Dishonored Check

It is strongly suggested that applicants submit a certified check or money order for the application fee. A dishonored check may result in possible discipline of a licensee or the delay or denial of issuance of a license. In addition, dishonored checks may result in a criminal conviction for violation of G.S. §14-107. Such convictions may result in the imposition of criminal fines and penalties and/or imprisonment. Under G.S. §6-21.3 such offense could result in civil liability for damages in the amount of three (3) times the amount of the check plus attorneys' fees.

Pursuant to Rule .0703 of Title 21, Chapter 12 of the North Carolina Administrative Code, any person, firm or corporation submitting a dishonored check to the Board will be charged a penalty fee of \$25.00 for processing such check, and until the payor has made the check good and paid the \$25.00 penalty fee, the payor will not be eligible to take an examination, review an examination, obtain a license or renew a license. Any license which has been issued based on the payment of a dishonored check will be declared invalid until such time as the payor has made the check good and paid the prescribed penalty fee. Payment for making good such dishonored check and for the \$25.00 penalty fee must be in the form of a cashiers check or money order payable to the Licensing Board for General Contractors.

■ Nonrefundability of Fees

Take Notice that G.S. §87-10 provides that “. . . the fees and sum accompanying any application shall be nonrefundable.”

**Mail This Form In Its Entirety
With All Attachments To:**
North Carolina Licensing Board
For General Contractors
P.O. Box 17187
Raleigh, North Carolina 27619

For Courier Or Hand Delivery:
North Carolina Licensing Board
For General Contractors
3739 National Drive, Suite 225
Raleigh, North Carolina 27612

Telephone: (919) 571-4183

The fees and sum accompanying any application shall be nonrefundable.

(I)(We) hereby apply for examination and/or registration and a certificate to practice General Contracting in the State of North Carolina under one of the following **Limitations**.

Check (✓) the appropriate limitation you are requesting, and submit proper application fee.

- Unlimited** No restrictions as to
value of any single project Application fee \$125.00
- Intermediate** Single projects with value
of up to \$1 million Application fee \$100.00
- Limited** Single projects with value
of up to \$500,000 Application fee \$75.00

We have enclosed \$ _____ application fee.

Make check payable to North Carolina Licensing Board for General Contractors.

1. All applicants are required to check appropriate box(es) for the classification(s) desired for licensure. **The name and social security number** is required for all responsible managing individuals to be scheduled for the examination(s), to be considered qualifiers by examination(s) previously passed in North Carolina or by the SC/TN waiver agreement. (If **additional examinees** are to be scheduled or **qualifiers to be considered**, submit exam classification, examinee’s/qualifier’s name and social security number on a plain sheet of paper.)

The classification for the examination you have designated is final. No changes will be made after your examination eligibility letter is mailed. If you plan to obtain an Unclassified license, you must successfully complete the Building, Highway, and Public Utilities examinations. A description of all of the classifications is listed in 21 NCAC 12.0200. (See “Laws and Regulations Applicable to General Contracting in the State of North Carolina.”)

_____ **Social Security #** _____
Examinee or Qualifier
(Print name exactly as it appears on Photo ID)

- | | | |
|---|--|--|
| <input type="checkbox"/> Building Contractor | <input type="checkbox"/> PU(Electrical —Ahead of Point of Delivery) | <input type="checkbox"/> S(Marine Construction) |
| <input type="checkbox"/> Residential Contractor | <input type="checkbox"/> PU(Fuel Distribution) | <input type="checkbox"/> S(Masonry Construction) |
| <input type="checkbox"/> Highway Contractor | <input type="checkbox"/> PU(Water and Sewer Lines) | <input type="checkbox"/> S(Railroad Construction) |
| <input type="checkbox"/> Public Utilities Contractor | <input type="checkbox"/> PU(Water Purification and Sewage Disposal) | <input type="checkbox"/> S(Roofing) |
| <input type="checkbox"/> H(Grading and Excavating) | <input type="checkbox"/> S(Insulation) | <input type="checkbox"/> S(Metal Erection) |
| <input type="checkbox"/> S(Boring and Tunneling) | <input type="checkbox"/> S(Interior Construction) | <input type="checkbox"/> S(Swimming Pools) |
| <input type="checkbox"/> PU(Communications) | | <input type="checkbox"/> S(Asbestos) |
| <input type="checkbox"/> S(Concrete Construction) | | |

Questions 2 - 5 must be circled or answered completely. If "Yes" is circled on Questions 2-3, a separate statement giving complete details must be attached.

2. a. Have you or any officer or responsible managing employee(s) of your firm or corporations or other entities in which you were a principal, ever been refused a license to practice general contracting, been investigated, been disciplined in any way by the North Carolina Licensing Board for General Contractors or ever had a complaint filed against you?

Yes No If yes, explain: _____

- b. Are you or any responsible managing employees or any officers of your firm currently being investigated by the North Carolina Licensing Board for General Contractors for possible discipline in the future?

Yes No If yes, explain: _____

3. Has any other licensing board or regulatory agency ever investigated or disciplined you, your firm, or any responsible managing employee(s) of your firm?

Yes No If yes, explain (including name of board or agency and provide case or Board's file number if known): _____

4. **Has** any responsible managing employee(s) **passed a North Carolina examination** given by the North Carolina Licensing Board for General Contractors?

Yes No If yes and the exam is valid, an "**Examination Transfer Authorization Form**" is required to be **completed and submitted** along with this application. This form is located in this application.

5. In the space below give a brief summary of past construction history. This summary should include the number of years of construction experience you have. If you have no construction experience, indicate your trade or occupation.

Contingent Liabilities

Questions 6-13 must be circled. If "Yes" is circled on any of the questions below (6-13), a separate statement giving complete details must be attached.

6. During the past three years, have any judgments, liens, lawsuits or claims been entered or filed against the applicant or responsible persons (including partners, officers, major shareholders, and management level employees) in any organization in which you were a principal? Yes No

7. a. Are there any liens for labor or materials filed on any of your projects? Yes No

b. Has any creditor notified you of intent to file liens? Yes No

8. a. Are you having a controversy with anyone over a contract? Yes No

b. Are you having a controversy with anyone over payment of labor or materials? Yes No

c. Are payments being withheld from you on one of your billings due to a controversy? Yes No

9. Have you or your business guaranteed liability for another business or person? Yes No

10. Have you or any owner, principal, or qualifier ever failed in business or compromised with creditors or filed a petition in bankruptcy? Yes No

(If yes, the nature of the insolvency proceeding, bankruptcy filing and bankruptcy documents must be attached to this form.)

11. Has any surety company ever paid a loss on you as an individual, or if a firm, on any of the firm members, or if a corporation, on any of the officers? Yes No

(If yes, state name of surety company and give complete details.) _____

12. Have you ever defaulted on a contract? Yes No

13. Have you or any responsible managing employee of the sole proprietorship, member of the partnership, or officers of the corporation or anyone qualifying by examination for this application ever been convicted of any criminal offense? Yes No

(If yes, provide court documents showing charges, conviction, terms of punishment, and final disposition, if any, of probation or parole. A notarized statement must be submitted with full disclosures regarding the terms and conditions of probation or parole. If on probation or parole, verification from court official (probation/parole officer) is required confirming the period of probation or parole.)

14. Balance Sheet of _____

(Exact name as listed on page A1 of application)

as of _____, _____
(Date of financial information)

This balance sheet for limited limitation only

ASSETS			LIABILITIES		
CURRENT ASSETS	Dollars	Cents	CURRENT LIABILITIES (DUE WITHIN 12 MONTHS)	Dollars	Cents
Cash on hand (total amount of \$500 or more must be verified on a notarized statement)			Accounts payable:		
Cash in bank			Material suppliers		
Marketable securities [Attach statement(s)]			Subcontractors		
Contracts receivable (less allowance for doubtful collection)			Other		
Billed (exclude claims not approved for payment):			Taxes payable:		
Completed contracts			Withheld and accrued payroll taxes		
Contract(s) in progress			Delinquent payroll taxes and related charges		
Retainage			Other taxes (Attach list)		
Unbilled			Income taxes payable:		
Other accounts receivable (Attach list w/due dates)			Current and deferred		
Notes receivable (principal due during next 12 month period) (Attach list w/due dates)			Delinquent and related charges		
InVENTORY:			Notes payable (principal due during next 12 month period)		
Speculative building costs to date			Real estate		
Materials in stock (verify any amount in excess of \$5,000)			Autos, trucks and equipment		
Other inventory (Attach list)			Speculative building construction loan		
Prepaid expenses (Attach list w/prepaid dates)			Material purchases		
Other current assets (Attach list)			Loan on insurance cash value		
TOTAL CURRENT ASSETS			Other (Attach list)		
			Interest in arrearage		
			Other current liabilities (Attach list)		
			TOTAL CURRENT LIABILITIES		
CURRENT ASSETS - CURRENT LIABILITIES = _____			WORKING CAPITAL		
FIXED AND OTHER ASSETS			LONG-TERM LIABILITIES AND NET WORTH		
For individuals:			Notes payable—long-term portion (principal due 13th month until loan is paid)		
Real property			Real estate		
Personal residence			Autos, trucks and equipment		
Held for investment			Other (Attach list)		
Other real property (Attach list)			Other long-term liabilities (Attach list)		
Personal property			Total long-term liabilities		
For businesses:			TOTAL LIABILITIES		
Real property, at cost			For individuals, sole proprietors, partnerships and other entities—equity		
Business fixed assets (excluding real property) net of accumulated depreciation and amortization			For corporations:		
Cash surrender value of life insurance policies			Capital stock		
Retirement account(s)			Treasury stock		
Other noncurrent assets (Attach list)			Retained earnings		
TOTAL FIXED AND OTHER ASSETS			TOTAL NET WORTH		
TOTAL ASSETS			TOTAL LIABILITIES AND NET WORTH		

If a corporation, complete questions 15, 16, 17, 21

15. date incorporated _____
 in what state incorporated _____

If a limited liability company, complete questions 15A, 16A, 17, 21

15A. date formed (under G.S. §57C) _____
 if not domestic LLC, where originated: _____

16.

Names of Officers and Directors	No. of Shares Owned	Address
(President)		
(Vice-President)		

16A. If LLC, list name(s) of manager(s) or member(s) delegated special responsibilities, if any: _____

17. If a corporation, attach a photocopy of **North Carolina Articles of Incorporation (with seal)** (if domestic) or **Certificate of Authority (with seal)** (if a foreign corporation) as certified by the North Carolina Secretary of State's Office. If LLC, attach a photocopy of the **Articles of Organization (with seal)** (if domestic) or **Certificate of Authority (with seal)** (if a foreign LLC) as certified by the North Carolina Secretary of State's Office. Note: The above-mentioned seal is the North Carolina Secretary of State's Seal found on the bottom left corner of the document.

If a partnership, complete questions 18, 19, 21 and circle if general, limited or LLP.

18.

Names of all individuals comprising partnership	Address

19. If general partnership, attach a photocopy of **The General Partnership Agreement**. If limited partnership, attach a photocopy of **Certificate of Limited Partnership** filed with the North Carolina Secretary of State's Office; if a registered limited liability partnership, attach a photocopy of **RLLP Application** that has been filed and registered with the North Carolina Secretary of State's Office.

20. If using an assumed name, a photocopy of the filed **Certificate of Assumed Name** as issued by the North Carolina Register of Deeds Office is required to be submitted for sole proprietorships, corporations, partnerships, or limited liability companies.

21. References:

All applicants are required to submit three (3) Letters of Reference. Letters of Reference should demonstrate to the Board that the applicant is possessed of good character and is qualified as to competency, ability and integrity. References should provide an evaluation of the applicant as to the reference's general experience with the applicant. References must be no older than 12 months from the date of receipt of the application by the Licensing Board. Reference letters must be written on business letterhead from the provider or the reference provider's signature must be notarized. **References should not be from family members or inter-related companies (for example parent/subsidiaries and their employees). Form letters cannot be accepted.**

Applications without the required number of references will be considered incomplete and will be returned.

The signer(s) of this application certify, verify, and guarantee(s) the truth and accuracy of all statements and of all answers given.

I/We understand that I/we am/are signing this document under oath and that I/we, once licensed, will be subject to discipline if fraudulent information is contained herein. The Board may conduct criminal records verifications on responsible managing employees, officers and members of the personnel of the applicant.

I/We understand that giving false or forged evidence of any kind in this document or any other document submitted to the Board constitutes a misdemeanor punishable by a fine of not less than \$500.00 or imprisonment of up to three months, or both.

I/We understand that I/we may contract only in the exact name to which the license is granted. I/We understand that a formal name change approved by the Board is required in order to contract under any name other than that on the application for any project exceeding \$30,000.00 in cost.

I/We certify that the examinee(s)/qualifier(s) listed in this application is/are full-time responsible managing employee(s), officer(s) and/or member(s) of the personnel of the applicant and will be required to sign annual renewal forms and/or other forms as required by the North Carolina Licensing Board for General Contractors (authority N.C.G.S. 87, Article 1, and 21 NCAC 12).

If individual, sign here & enter TIN:

If sole proprietorship, sign here & enter TIN:

Signature

Print or type name

Tax Identification Number

Print or type owner's name
T/A _____
Name of sole proprietorship
By: _____
Owner (signature)

Tax Identification Number

If partnership, sign here & enter TIN:

(Name of partnership) (signature of every partner is required)

Partner (signature)

Print or type name

Partner (signature)

Print or type name

Tax Identification Number

If corporation, sign here & enter TIN:

If limited liability company (LLC), sign here & enter TIN:

(Name of corporation)
By: _____, President
Signature

Print or type name

Tax Identification Number

(Name of LLC)
By: _____ Manager or
Signature Managing Member

Print or type name

Tax Identification Number

All application signatures must be notarized in this space.

I certify that the following person personally appeared before me this day, acknowledging to me that he voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated.

Sworn to and subscribed before me this the _____ day of _____, 20_____.

Notary Public: _____

Typed/Printed Name of Notary: _____

My Commission Expires: _____

Official
Seal

EXAMINATION TRANSFER AUTHORIZATION

21 NCAC 12.0205(b) reads, "The qualifier for the applicant shall be a responsible managing employee, officer or member of the personnel of the applicant, as described in G.S. 87-10 and Rule .0408(a) of this Chapter. A person may serve as a qualifier for no more than two licenses. A person may not serve as a qualifier under this Rule if such person has not served as a qualifier for a license of the appropriate classification for more than two years prior to the filing of the application found to be in complete order. Subject to the provisions of G.S. 150B and Section .0800 of these Rules, the Board may reject the application of an applicant seeking qualification by employment of a person who has already passed an examination if such person has previously served as qualifier for a licensee which has been disciplined by the Board."

This authorization does not transfer a license or a license number.

Name of Qualifying Examinee: _____ S.S. # _____

I am requesting that my examination(s) be transferred:

From (a): _____ License No. _____

To (b): _____ (applicant's name as listed on Page A1) as the qualifying party for the applying entity, as outlined in N.C. General Statute 87-10. If my employment with the applicant's firm should cease or be terminated, I will notify the North Carolina Licensing Board for General Contractors in writing with my termination date.

Do you wish to still be considered the qualifier, by your examination(s), for the person, firm or corporation listed above as (a)?

Yes No

Have you individually been refused a license to practice general contracting, been under investigation, or been disciplined in any way by the North Carolina Licensing Board for General Contractors?

Yes No If yes, please explain: _____

Has the person, firm or corporation for which you are requesting a transfer of your examination qualifications from ever been investigated or disciplined by the North Carolina Licensing Board for General Contractors?

Yes No If yes, please explain: _____

The individual who signs this Examination Transfer Authorization guarantees the truth and accuracy of all statements, responses and information represented above. Signatures for individuals, partners and officers must be sworn to in the space provided below.

Signature of Qualifying Examinee

I certify that the following person personally appeared before me this day, acknowledging to me that he voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated.

Sworn to and subscribed before me this the _____ day of _____, 20_____.

Notary Public: _____

Typed/Printed Name of Notary: _____

My Commission Expires: _____

Official
Seal

THIS PAGE IS INTENTIONALLY BLANK

EXAMINATION WAIVER FORM

This form must be completed in its entirety by the appropriate state licensing board or authority and must be submitted with the application.

List below the complete name of the licensee (without abbreviations unless the name itself contains abbreviations and with exact spelling).

License No. _____ Classification(s) of License _____

Expiration date: _____

Has the licensee and/or the responsible managing employee(s) ever been disciplined by the state licensing board or authority completing this examination waiver form? _____ If yes, explain.

Name(s) of Examinee(s) Listed With Licensee	Classification(s) Of Exam(s)	Date(s) Exam(s) Passed
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

State Licensing Board or Authority

Authorized signature _____ Title _____ Date _____

(SEAL)

THIS PAGE IS INTENTIONALLY BLANK

Marketable securities, CDs, mutual funds and/or other investments that are restricted or held as collateral for loans cannot be used as current assets.

The application will be returned if attachments (where requested) are not submitted.

Rental income due for future periods is not a receivable because no service has yet been rendered. However, the principal owed on the property within the next 12 months must be listed as a current liability; the principal owed 13th month until the balance of the loan is satisfied (paid) must be listed as a long-term liability. **Receivables from officers, employees or affiliated entities are not current assets unless they are collectible in the ordinary course of business within the operating cycle of the applicant. Documentation must be submitted listing the debtor, the amount owed and the date the debt will be paid.**

Retirement funds are usually not considered current assets since they are generally not expected to be converted into cash within one year. If using retirement as a current asset, provide verification from the financial institution at which the funds are invested, on the financial institution's letterhead, that the appropriate documentation to withdraw these funds has been filed and that this verification is being processed now to withdraw said funds. Without the submittal of this documentation, these retirement funds will be listed as a non-current asset. The investment must be solely in the name of the applicant.

Transfer of Examinations

A full-time, responsible managing employee of the applicant's firm who has successfully completed North Carolina examination(s) must have his/her examination(s) transferred to become the qualifier for the applicant. The employee/examinee must complete an examination transfer authorization form (located in application). This completed form is required to be submitted with the application package. **Examination(s) will not be transferred without the completed form.** This does not transfer a license or a license number.

A qualifier [by examination(s)] may serve as a qualifier for no more than two licenses. A person may not serve as a qualifier if such person has not served as a qualifier for a license of the appropriate classification for more than two years prior to the filing of the application found to be in complete order. (21 NCAC 12.0205(b).

Application Questions

All applicants are required to answer or circle Questions 1 through 13. Do not use the designation "N/A." **If any question is answered "Yes" and the required details, statements, documents are not attached, the application will be returned. If any question is left unanswered or answered "N/A," the application will be returned.**

Examination Information

The examinations are administered using computer based testing technology. Examination candidates will be tested at the testing vendor's centers.

There are no filing deadlines for applicants who are required to take examinations. Applications must be submitted in complete order to the North Carolina Licensing Board before an examination can be approved for scheduling. The processing steps are as follows:

1. Applications meeting all requirements and payment of appropriate fees are received
2. Staff members will review applications for accuracy and completeness
3. Applications not found in complete order will be returned
4. Applications found to be in complete order will be accepted and the exam candidate(s) will be mailed an examination eligibility letter.
5. The candidate will schedule his/her exam and make exam payment arrangements with the testing vendor.
6. After exam(s) have been successfully completed, the information will be forwarded to the members of the Licensing Board on the next available list for review and approval.

The ability of the applicant as a craftsman will be evaluated through information furnished on the application form. Examinees should thoroughly prepare for the particular exam they have chosen. Examinees should possess an up-to-date copy of the applicable Building Code documents, trade specifications or published standards before taking the examination.

Please refer to the Laws and Regulations Applicable to General Contracting in the State of North Carolina for a complete description of the classifications of licensure. The descriptions for each classifica-

tion are outlined in Section .0202 under “Licensing Requirements.” The classification for the examination you have designated is final. No changes will be made after your examination eligibility letter is mailed.

Unclassified designation may be granted to persons, firms or corporations who meet all qualifications and who have completed exams for the classifications of Building contractor, Highway contractor, and Public Utilities contractor.

Examination preparatory courses and seminars are offered by individuals, businesses and technical schools or community colleges throughout North Carolina. The Licensing Board for General Contractors is not affiliated with any of these individuals or concerns, and the Board does not sponsor, approve or recommend any school, examination preparatory course or seminar.

Examination Failures

A new applicant for licensure with an examinee who does not successfully complete the examination after a second attempt will be required to file a new application. The new application must meet all Board requirements and include appropriate fees [NCGS 87-10; 21 NCAC 12.0410].

An applicant/licensee who changed or added an exam classification or scheduled new examinees on a second attempt at passing an examination is not exempt from resubmitting a new application or an exam request [NCGS 87-10; 21 NCAC 12.0410].

Any examinee failing to complete the examination cannot be rescheduled for a reexamination for a minimum of 30 days.

General Information

Applicants should not call the Board office to determine if an application has been received or to inquire as to the status of an application in process. As a general rule, this information will not be disclosed by telephone due to the time involved in locating files being processed in the Board office.

It is suggested that applicants submit applications to the Board by certified mail through the U.S. Postal System or through the use of one of several couriers offering 24-hour service. A return receipt can be assurance that the application package arrived on a given date. We are not responsible for lost or undelivered mail.

Applications submitted in person will not be reviewed for accuracy or completeness by the staff at the time of filing. It is the applicant’s responsibility to assure the application has been submitted in proper order for processing by this office.

Applicants are also urged to make and retain a complete photocopy of any application and attachments filed with this office.

Each month members of the Licensing Board review and approve a list of applicants who have fulfilled the requirements for a North Carolina general contractors license **and are not required to take and pass an examination**. All general contractors licenses expire December 31 each calendar year and normally are not issued during the month of December. To be eligible for consideration, applications must be filed in a timely manner and in complete order. Applications should be submitted the first week of any month prior to the month members of the Licensing Board review and approve. (for example—first week of June for July review/approval). After review and approval by members of the Licensing Board, a license to practice general contracting will be issued on the applicable date for the applicant. The postmark shown on applications, materials and mail received by this office is not the actual and official filing date for the application.

South Carolina Examination Waiver Information

The North Carolina Licensing Board for General Contractors entered into an Examination Waiver Agreement, effective October 1990 with the South Carolina Residential Homebuilders Commission and the South Carolina General Contractors Licensing Board.

This agreement provides that written examinations may be waived if the applicant is **currently** licensed by the South Carolina Residential Homebuilders Commission or the South Carolina General Contractors Licensing Board and has successfully completed the respective South Carolina Board's licensure examination in the classifications of Residential contractor, Building contractor, PU(Water and Sewer Lines), PU(Water Purification and Sewage Disposal), H(Grading and Excavating) and S(Roofing). All other classifications with the North Carolina Licensing Board will require successful completion of a North Carolina examination.

If you are applying for a license to practice general contracting under the Examination Waiver Agreement, you must complete this application in its entirety. The South Carolina Residential Homebuilders Commission or the South Carolina General Contractors Licensing Board must complete the Examination Waiver form. The completed Examination Waiver form must be submitted with this application.

A person can only qualify 2 licenses (through the exam waiver agreement) if that person is listed as the qualifier on both of the licenses in South Carolina. If the qualifier is listed on an existing North Carolina license and is no longer listed as the qualifier on the South Carolina license, a letter with a termination date must be submitted with application.

The application must be submitted in the exact name in which you are **currently** licensed with the respective South Carolina Board.

EXAMPLES: John C. Doe, a South Carolina licensee may not file in North Carolina as JCD Construction, Inc. JCD Construction, Inc., a South Carolina licensee may not file in North Carolina as John C. Doe. John C. Doe, a South Carolina licensee may not file in North Carolina as JCD Construction (an assumed name). (NOTE: South Carolina licensees may not file in North Carolina using only assumed names.)

Tennessee Examination Waiver Information

The North Carolina Licensing Board for General Contractors entered into an Examination Waiver Agreement, effective April 2007 with the Tennessee Board for Licensing Contractors.

This agreement provides that specified written trade/technical examinations may be waived by the North Carolina Licensing Board for General Contractors if the applicant licensee is **currently** licensed by the Tennessee Board for Licensing Contractors. Applicants for North Carolina contractor Examination Waiver must have successfully completed the Tennessee licensure examinations in one or more of the Tennessee classifications, BC-A Residential Contractor, BC-B Commercial Contractor, or BC-A,B Combined-Residential/Commercial Contractor. Applicants who have completed Tennessee Examinations are eligible for North Carolina Examination Waiver as follows:

“BC-A Residential Contractor” (Tennessee) for “Residential Contractor” (North Carolina)

“BC-B Commercial Contractor” (Tennessee) for “Building Contractor” (North Carolina)

“BC-A,B Combined-Residential/Commercial Contractor” (Tennessee) for “Building Contractor” (North Carolina).

If you are applying for a license to practice general contracting under the Examination Waiver Agreement, you must complete this application in its entirety. The Tennessee Board for Licensing Contractors must complete the Examination Waiver form. The completed Examination Waiver form must be submitted with this application.

A person can only qualify 2 licenses (through the exam waiver agreement) if that person is listed as the qualifier on both of the licenses in Tennessee. If the qualifier is listed on an existing North Carolina license and is no longer listed as the qualifier on the Tennessee license, a letter with a termination date must be submitted with application.

The application must be submitted in the exact name in which you are **currently** licensed with the Tennessee Board for Licensing Contractors.

EXAMPLES: John C. Doe, a Tennessee licensee may not file in North Carolina as JCD Construction, Inc. JCD Construction, Inc., a Tennessee licensee may not file in North Carolina as John C. Doe. John C. Doe, a Tennessee licensee may not file in North Carolina as JCD Construction (an assumed name). (NOTE: Tennessee licensees may not file in North Carolina using only assumed names.)

MOST COMMON REASONS APPLICATIONS ARE RETURNED

1. Pages A1, A6, A8, and financial information are not exactly the same as the entity applying for licensure
2. Correct fees not included with application
3. Applications not properly signed
4. Applications not notarized
5. Compilation and review statements submitted where audited financial statements are required
6. Application does not meet required working capital

Limited—\$17,000 Intermediate—\$75,000 Unlimited—\$150,000

Working capital is determined by subtracting current liabilities from current assets
7. A photocopy of North Carolina Articles of Corporation, Certificate of Authority, or Articles of Organization (with Seal), as certified by the North Carolina Secretary of State's office not submitted with application
8. The balance sheet (top and lower sections) is not completed in its entirety. This does not apply if you are submitting a compilation, review or audit.
9. Page A1 of application not submitted
10. Pages A7 and A8 of application not submitted
11. Verification (statements) or lists with due dates requested on the balance sheet not submitted

HWY US 1 FROM
WAKE FOREST

HWY 64 FROM
ZEBULON

HWY 70 FROM
SMITHFIELD

I-40 FROM
BENSON

HWY 50 FROM
BENSON

HWY 401 FROM
FUQUAY-VARINA



ADMINISTRATIVE OFFICES

US 1 FROM
SANFORD

HWY 70 FROM
DURHAM

440

Glenwood Place
Administrative Offices
3739 National Drive, Suite 225

WOMAN'S
CLUB DRIVE

440

GLENWOOD AVE.

CAPITAL BLVD.

I-40 FROM
GREENSBORO
WADE AVE.
EXIT #289

WADE AVE.

WADE AVE.

FAIRCLOTH ST.

PEACE ST.

HILLSBOROUGH ST.

N. BOYLAN AVE.

WESTERN BLVD.

440

NEW BERN AVE.

I-40 AND 440

FROM
CARY

440

WESTERN BLVD.

GORMAN ST.

I-40

HWY 64 FROM
APEX

GORMAN ST. EXIT

I-40 AND 440

I-40 AND 440

I-40



GARNER

I-40

US 1 FROM
SANFORD