

Apply Online for a Monetary Increase

In accordance with Contractor's Rule 0680-1-14, the following is required in order for a licensee's request for a monetary limit increase to be reviewed by the Board:

Forms Needed for Online Application

The following documents must also be attached and not part of the application forms:

- Experience List 5 Projects– (If you do not use the experience section online)
- Certificate of Insurance- (General Liability with proper liability insurance coverage, see insurance information at: https://www.tn.gov/content/dam/tn/commerce/documents/regboards/contractors/forms/ContInsuranceInfo_001.pdf)
- Financial Statement (*obtain from CPA*, see information below)

The above documents must be included with your online contractor's license application before submitting.

All requests require a current **REVIEWED** or **AUDITED** financial statement prepared by a properly licensed Certified Public Account (**CPA**) on **GAAP** basis. Financial statements defined as current are less than 12 months. Financial statements prepared on an Income tax basis or compiled are considered UNACCEPTABLE.

All increase requests of **\$3,000,000 or less** require a **REVIEWED** financial statement prepared by a properly licensed CPA. Example: going from \$50,000 to \$100,000 or \$750,000 to \$1,500,000 or from \$1,000,000 to \$3,000,000 would all require a **Reviewed** financial statement.

For increase requests taking the limit **GREATER THAN \$3,000,001** require an **AUDITED** financial statement prepared by a properly licensed CPA. These requests must show at least **\$300,000 in working capital and net worth**. (*Note: Renewal of license with a monetary limit of more than \$3,000,001 to Unlimited would not require an "Audited" financial statement; a "Reviewed financial statement from their CPA would be acceptable.*)

Monetary limit is based on 10 times the lesser of both working capital and net worth. Working capital is "current assets, minus current liabilities"; net worth is "total Assets, minus total liabilities.

The Board sets the monetary limit based on experience of projects for the amount requested (may list personnel's experience from other companies).

OPTIONS AND SUPPLEMENTS

A "Line of Credit" on the Board's Format (see sample attached) by an FDIC approved bank, savings and loan, may be used to supplement the working capital only. Personal or Parent financial statements with a "**Guaranty Agreement**" may be used to increase both the new worth and working capital at 50%. **Cash only statements** require supplemental personal or parent company financials with a **Guaranty Agreement**. (*Note: supplemental personal financial statements submitted in addition to the Reviewed or Audited financial statement is not required to be prepared by a CPA and may be self-prepared or compiled.*)

Hardship/Emergency Requests- In order to obtain an early review prior to the Board's regularly scheduled meeting, the "owner/customer" of the project must submit a hardship request in writing from the contractor. Monetary limit revisions requests must be **complete**; contractors cannot be considered if they have already submitted a bid and should not until increase is confirmed. (violation of the law will void hardship request.) Hardship request form with special instructions may be printed from the website: <https://www.tn.gov/content/dam/tn/commerce/documents/regboards/contractors/forms/HardshipRequestForm.pdf>.

All licensees must be current and valid in order to be reviewed by the board. **New licensees (licensed less than one year) cannot be granted an increase without special permission and a detailed explanation.** Should an increase be requested at renewal time, please mail separately.

If you encounter problems with attaching documents, we would appreciate notifying our office at Contractors.home-improvement@tn.gov and include the error message received from the system, as well as attaching the documents to the email in order to match up with your application. Requests for monetary increase must be received by the following deadline dates in order to be reviewed at one of the six regularly scheduled Board meetings.

Month of Meeting	Application Deadline Date
January	December 31st
March	February 28th
May	April 30th
July	June 30 th
September	August 31st
November	October 31st

Note: If the end of the month is on a weekend or holiday, the deadline date will be the next business day.

**TENNESSEE BOARD FOR LICENSING CONTRACTORS
INCREASE – EXPERIENCE INFORMATION**

(May supply attachment in lieu of this form)



LICENSE ID#: 000 _____

1. Date: _____ Job Name _____ Spec/ Contract Amount \$ _____

Type of Work: _____

Location of Job: _____

Name of Customer/Owner: _____ Date Completed: _____

Work Performed as: ___ Prime/General Contractor ___ Construction Manager ___ Subcontractor ___ Joint Venture
Month / Year

2. Date: _____ Job Name _____ Spec/ Contract Amount \$ _____

Type of Work: _____

Location of Job: _____

Name of Customer/Owner: _____ Date Completed: _____

Work Performed as: ___ Prime/General Contractor ___ Construction Manager ___ Subcontractor ___ Joint Venture
Month / Year

3. Date: _____ Job Name _____ Spec/ Contract Amount \$ _____

Type of Work: _____

Location of Job: _____

Name of Customer/Owner: _____ Date Completed: _____

Work Performed as: ___ Prime/General Contractor ___ Construction Manager ___ Subcontractor ___ Joint Venture
Month / Year

4. Date: _____ Job Name _____ Spec/ Contract Amount \$ _____

Type of Work: _____

Location of Job: _____

Name of Customer/Owner: _____ Date Completed: _____

Work Performed as: ___ Prime/General Contractor ___ Construction Manager ___ Subcontractor ___ Joint Venture
Month / Year

5. Date: _____ Job Name _____ Spec/ Contract Amount \$ _____

Type of Work: _____

Location of Job: _____

Name of Customer/Owner: _____ Date Completed: _____

Work Performed as: ___ Prime/General Contractor ___ Construction Manager ___ Subcontractor ___ Joint Venture
Month / Year

Certifications/Licenses (please attach copies) Not Applicable

Fire Sprinkler/NICET /Well Driller/TDEC Alarm Systems Medical Gas Other _____

WORKSHEET FOR DETERMINING MONETARY LIMIT (Attach to CPA's Reviewed or Audited Financial Statement)

FINANCIAL STATEMENT OF: _____ DATE _____
(Must be in the exact name as to be licensed) *(Less than 12 months)*

AUDITED REVIEWED LICENSED CPA LICENSED PA
 SOLE PROP PARTNERSHIP LLC CORPORATION
 *CASH STATEMENT WITHOUT FIXED ASSETS (Requires Indemnity and/or Supplemental Financial Statement)

CURRENT ASSETS _____ TOTAL ASSETS _____
 CURRENT LIABILITIES _____ TOTAL LIABILITIES _____
 WORKING CAPITAL _____ NET WORTH _____

*SUPPLEMENTAL FINANCIAL STATEMENT(S) Not Applicable Yes - [Guaranty Agreement](#) must be attached

1. Company/Personal Financial Statement of _____ Date _____
 Current Assets _____ Total Assets _____
 Current Liabilities _____ Total Liabilities _____
 Working Capital _____ Net Worth _____
50% of W/C _____ **50% of N/W** _____

2. Company/Personal Financial Statement of _____ Date _____
 Current Assets _____ Total Assets _____
 Current Liabilities _____ Total Liabilities _____
 Working Capital _____ Net Worth _____
 50% of W/C _____ 50% of N/W _____

3. Line of Credit in the amount of \$ _____ Bank: _____

TOTALS:
COMBINED WORKING CAPITAL \$ _____ **COMBINED NET WORTH \$** _____

CURRENT MONETARY LIMIT: \$ _____ (General Liability Insurance must be sufficient)

*Should the contractor's financial statement and experience fail to qualify for the monetary limit requested, the contractor may agree to lower limit (must respond in writing).

MONETARY LIMITS ARE BASED ON TEN (10) TIMES THE LESSER OF YOUR COMBINED WORKING CAPITAL and NET WORTH:

- SUPPLEMENTAL FINANCIAL STATEMENTS MAY BE USED TO INCREASE NET WORTH AND WORKING CAPITAL AT 50%
- LINE OF CREDIT MAY BE CONSIDERED TO SUPPLEMENT WORKING CAPITAL (50% if negative working capital)
- GUARANTY AGREEMENT MUST BE SIGNED AND NOTARIZED, BY ALL PARTIES LISTED ON THE SUPPLEMENTAL PERSONAL FINANCIAL STATEMENT (such as Spouse); PARENT COMPANY MUST BE SIGNED BY AUTHORIZED OFFICER
- **NOTE: CASH ONLY STATEMENTS, WITHOUT FIXED ASSETS, REQUIRE AN INDEMNITY (See Rule 0680-01-.13)**

Note: "Line of Credit"; or Indemnities such as "Guaranty Agreement" or "Contractor's License Bond" formats may be downloaded from the Board's website at: <http://www.tn.gov/assets/entities/commerce/attachments/ContBLC-GuarantyAgreementPolicy.pdf>

**ATTACH FINANCIAL STATEMENT PREPARED BY CPA
(SUPPLEMENTAL INFORMATION FOR FINANCIAL STATEMENTS)**

NOTE TO CPA: Please advise your client of their working capital, net worth and monetary limit, and let them know our in-house auditor will review prior to the Board meeting.

ALL applicants MUST have either a REVIEWED or AUDITED financial statement prepared by a CPA or Licensed PA, in accordance with T.C.A. § 62-6-111.

COMPILED AND STATEMENTS PREPARED ON INCOME TAX BASIS ARE NOT ACCEPTABLE!

- Licenses are issued in the **EXACT** name as appears on the financial statement. Be sure the name on the financial statement for your revision and the name throughout your application are the **EXACT** same as on your license.
- Request for monetary limits **EQUAL TO or LESS THAN \$3,000,000.00** require a **REVIEWED** financial statement.
- Request for monetary limits **GREATER than \$3,000,001** requires an **AUDITED** financial statement.
- **ALL** financial statements **MUST** be prepared by a **CPA**. Their license must be current and in good standing in the State where their business is located, and must be equivocal to Tennessee. You may check with the Accountancy Board for accounting license requirements at: <https://www.tn.gov/commerce/regboards/accountancy.html>
- **ALL** financial statements **MUST** include the following:
 - 1) CPA signed opinion letter - This will provide the opinion on the licensee or applicant exactly as the license will be issued.
 - 2) Balance Sheet - The balance sheet must list the assets (separated into current and long term); and the liabilities (separated into current and long term) based on the Generally Accepted Accounting Principles (GAAP).
 - 3) Notes to the Financial Statement - This is requested to explain to the Board how the figures were determined.
 - 4) Audited statements - Must include the profit and loss statement and cash flow statement.

Note: The Board considers retirement plans, profit sharing plans, IRA's, 401-K's, etc., at **50%** of their value to allow for tax liability.

FINANCIAL STATEMENTS MUST BE PREPARED ON YOUR CPA'S OWN FORMAT. Financial statements **MUST** be current (current is no older than twelve (12) months). In addition to a **Reviewed** or **Audited** financial statement, the Board **may** require a **personal financial statement** if you submit cash only, statement, without fixed assets. The supplemental personal financial statement does not have to be prepared by a CPA and may be prepared by yourself; or you may submit a compiled from the accountant.

Example of Monetary Limit Calculation

This example contains a summary balance sheet for illustrative purposes; a summary balance sheet is not acceptable for complying with the boards requirements.

A. Example: Contractor's Financial Statement

XYZ Contractor Company (name must be exactly as licensed)	
Balance Sheet	
MM/DD/YYYY	
Assets	
Current Assets	\$14,000
Non-Current Assets	<u>20,000</u>
Total Assets	34,000
Liabilities	
Current Liabilities	16,000
Long-Term Liabilities	<u>10,000</u>
Total Liabilities	26,000
Equity (Net Worth)	<u>8,000</u>
Total Liabilities and Equity	34,000

Working Capital = \$14,000 – 16,000 = **(2,000)** (Parenthesis around number denotes a negative value)
 Net Worth = \$34,000 – 26,000 = **8,000**

B. Example: Supplemental Financial Statement to support monetary limit
(**Guaranty Agreement** must be properly completed).

John and Jane Doe 400 Bay St., Knoxville, TN 37111 10/31/2012		
Assets		
Current Assets		\$4,000
Non-Current Assets		<u>220,000</u>
Total Assets		224,000
Liabilities		
Current Liabilities		13,000
Long-Term Liabilities		<u>140,000</u>
Total Liabilities		153,000
Equity (Net Worth)		<u>79,000</u>
Total Liabilities and Equity		224,000

Working Capital = \$4,000 – 13,000 = **(9,000)** (Parenthesis around number denotes a negative value)

Net Worth = \$224,000 – 153,000 = **79,000**

- The working capital is taken at full value and the net worth is accepted at 50%, both are added to overall values.
- The Contractor also submitted a properly completed “Line of Credit” (LOC) from a Bank for **\$100,000**.
 - This LOC is reduced by 50% due to a negative contractor’s working capital (see Rule 0680-1.13).
- Total Working Capital = **(2,000) + (9,000) + 50,000** (50% of Line of Credit) = **\$39,000**
- Total Net Worth= **\$8,000 + 39,500** (50% of Personal Financial statement) = **\$47,500**
- These values support a maximum “ Monetary Limit” of **\$390,000** (10 times lesser of W/C and N/W)

Contact a Certified Public Accountant (CPA) actively licensed in the state where your business operates. In Tennessee, you may check with the “Tennessee Board of Accountancy”. Out of state contractors may use their CPA licensed in their state if they are considered reciprocal by mobility. More information is at: <http://www.tn.gov/commerce/section/accountancy>

In order to obtain an increase in license monetary limit, a CPA must prepare a financial statement within the following guidelines:

- **Reviewed** opinion (required for a monetary limit of **\$3,000,000 or less**); or
- **Audited** opinion (required for a monetary limit **exceeding \$3,000,001**); prepared based on “Generally Accepted Accounting Principles” (GAAP);
- Contractor licenses are issued according to the **NAME** appearing on the **financial statement**; therefore, the statement must be in the name **exactly as licensed**.
- **Compiled** financial statements are **NOT** acceptable, except for supplemental personal statements.
- Financial statements prepared on an income tax basis are **NOT** acceptable
- Contractors with financial statements showing “Cash” only instead of an operating business statement with fixed assets must submit, in addition to the reviewed/audited financial statement, a personal or supplemental financial statement; with a guaranty agreement (spouses that are listed must also sign Guaranty). Supplemental personal statements submitted in addition to the CPA prepared statements. These are not required to be prepared by a CPA.
- Limited Liability Company (LLC) may be required to submit personal financial statements and a Guaranty Agreement.

Monetary Limit Determination

The monetary limit is the total dollar amount per each individual contract or project. A contractor cannot split a contract into phases to work within their limit, however, a 10% tolerance is allowed (except for BC-A/r). A contractor with a monetary limit of \$150,000 may contract up to \$165,000 without being in violation. In addition, there is no limit of the number of projects a contractor may perform.

Example: Monetary limits are based on the maximum of "10 times the lesser" of both working capital and net worth, plus experience listed as working on these size projects (may be while working for other contractors, spec homes or subcontracts, etc.). A license limit of \$150,000 must show working capital and net worth of at least \$15,000. Since the limit is based on the lesser of the two, a contractor with a working capital of \$10,000 and net worth of \$200,000 would qualify for \$100,000, if experienced on these size jobs. The contractor in this example may supplement a "Line of Credit" in the amount of \$5,000 to increase working capital or submit a personal financial statement with Guaranty.

Unlimited License Limit

To obtain an unlimited license, the contractor must show in excess of \$300,000 in working capital and net worth, experience, and an "Audited" financial statement.

Working Capital and Net Worth

Please ask your CPA to determine the amount of your working capital and net worth. Working capital is "current assets minus current liabilities". Net worth is "total assets minus total liabilities". Monetary limit is based on the lesser of both net worth and working capital, and experience.

Financial statement- A balance sheet listing all of the assets and liabilities of the entity holding the license:

- The balance sheet should not contain personal assets or liabilities
- A classified balance sheet is preferred over an unclassified balance sheet (classified-separates assets and liabilities into current and non-current (long-term))
- The financial statement must be in **exactly the same name as licensed**
- The balance sheet should contain a full date, including the month, day, and year

CURRENT ASSETS are cash and those assets that are reasonably expected to be realized in cash or sold or consumed within one year or within a business's normal operating cycle if it is longer. Generally, current assets include the following:

- Cash and cash equivalents available for current operations
- Marketable securities representing the investment of cash available for current operations, including investments in debt and equity securities classified as trading securities.
- Underbillings on work in progress
- Inventories (to include materials and/or houses built for sale). Also, developed lots for sale. Raw, undeveloped land is not a current asset.
- Retirement Plans, specifically an IRA, 401K and Profit Sharing, will be allowed at 50%
- Cash surrender value of life insurance policies (proof required if impacts working capital 50%)
- Trade accounts receivable, notes and other receivables that are expected to be collected within one year
- Prepaid expenses such as insurance, interest, rents, taxes, etc.
- Accounts receivables, when used as the majority of the working capital, will not be given full value, unless, supplying an update of ones collected since preparation of the financial statement.

The following are not current assets since they generally are not expected to be converted into cash within one year:

- Cash restricted for special purposes (Restricted cash may be classified as a current asset if it is considered to offset maturing debt that has been properly classified as a current liability)
- Long term investments
- Receivables not expected to be collected within one year
- Land and other natural resources
- Depreciable assets (buildings, equipment, tools, etc.)
- Prepayments/deferred charges that will not be charged to operations within one year
- Notes receivables from stockholders or owners (related parties)

CURRENT LIABILITIES are obligations whose liquidation is reasonably expected to require (a) the use of current assets or (b) the creation of the other current liabilities. Generally, current liabilities include the following:

- Payables for materials and supplies
- Amounts collected before goods or services are delivered (overbillings on jobs in progress)
- Accruals for wages, salaries, commissions, rents, royalties, and taxes
- Other obligations, including portions of long-term obligations, that are expected to be liquidated within one year*

Current liabilities do not include long term notes, bonds, and obligations that will not be paid out of current assets.

All financial statements submitted should separate current portion of long term debt according to standard accounting principals.

Guaranty Agreement <https://www.tn.gov/content/dam/tn/commerce/documents/regboards/contractors/forms/ContBLC-GuarantyAgreementPolicy.pdf>

A “Guaranty Agreement” (see sample format in this application) with personal or parent company financial statement may be needed for the following:

- Contractors submitting “**cash**” only financial statements without fixed assets, plant and equipment, will be required to submit a Guaranty with their personal financial statement or authorized officer if parent company’s statement is submitted for a subsidiary;
- Contractors needing to supplement their working capital and/or net worth for their monetary limit, may use personal statement at 50% value with Guaranty;
- Contractors when their company/subsidiary is owned by another entity/parent; must submit a Guaranty from the parent.
- Subsidiary contractors, which are without a reviewed or audited financial statement, may submit a request for the board to accept an in-house financial statement in the name to be licensed, with their parent company’s audited or reviewed statement and a signed “Guaranty Agreement”;
- Business entity guarantors sign on “Corporate” section; others sign as “Personal” guarantor;
- Financial statements are confidential and not a matter of public record;
- In lieu of the Guaranty Agreement, a bond in the Board’s format may be accepted. (See the website for a format of bond)

Note: The Guaranty Agreement is valid until renewal (no more than two years). It is considered as part of the financial statement and not a matter for public record. Please consult an attorney when providing a personal guaranty and should only be as a last resort.

Line of Credit

A Line of Credit (LOC), in the Board’s exact format, in the exact name as financial statement, may be considered to supplement working capital, only (will not increase net worth). The LOC must come from a FDIC approved bank, savings and loan institution. If working capital is negative, the Board may consider no more than 50% percent of LOC with guaranty agreement financials. The Board will not issue a license based on the sole value of a LOC and must accompany their entity’s independent CPA’s prepared audit or reviewed financial statement.

Financial Information

Notice: Financial statements are considered confidential and not public information, unless requested by subpoena with protective order.

Optional – May use to supplement working capital

LINE OF CREDIT

TO BE WRITTEN ON BANK, SAVINGS & LOAN LETTERHEAD
(May be used if WORKING CAPITAL does not support monetary limit requested)

DATE

**TO: CONTRACTOR LICENSEE NAME (Individual, Corporation, Partnership or LLC)
Address
City, State and Zip**

Dear Contractor:

You have requested of (Name of Bank, Savings and Loan FDIC Institution) to establish a line of credit which will be available to (Contractor’s Name as to be on License) for use in conducting the contracting business for which a license is being sought from the State of Tennessee Board for Licensing Contractors.

We hereby establish a line of credit for these purposes in the amount of \$_____ which will be maintained for a period of one year from the date of license issuance, subject to no adverse change in your financial condition.

As a condition of this arrangement, it is our understanding you will inform us and the Board for Licensing Contractors of any significant change(s) in your financial condition during the term of this commitment.

We the undersigned will endeavor to notify the Board for Licensing Contractors should we become aware of any significant change(s) in financial conditions of the above named applicant.

The undersigned hereby agrees to notify the Board for Licensing Contractors should we withdraw and/or eliminate the above named applicant’s credit line.

By _____
Name Title

SAMPLE LETTER -- FOR BANK USE ONLY

Contractor & Bank Instructions

- To increase the working capital, a contractor may take this **SAMPLE** form to their bank; does not increase the net worth
- If a contractor’s working capital is negative, only 50% of the Line of Credit (LOC) value is applied
- The LOC is for the contractor’s use and may be utilized at any time by the contractor
- This format’s exact wording must be used in order for the Board to consider accepting; any deviation will delay process
- Original LOC document must be submitted; copies are not acceptable
- Name on LOC must be in the **EXACT NAME** as on the license and financial statement
- Lending institution must be a bank, savings and loan which is FDIC approved
- Website is at: <https://www.tn.gov/commerce/regboards/contractors.html>

**ATTACH CERTIFICATE OF INSURANCE
FOR
GENERAL LIABILITY INSURANCE**

Since the amount of coverage is based upon the licensed monetary limit, some contractors may need to increase their amount.

In order to comply with the new legislation, the Board has established the following as a “minimum” amount of coverage to obtain and a rulemaking will be held to discuss these amounts. Please check with your insurance provider, as they may advise to apply for more or additional coverage, based upon your individual needs, type of construction you perform and the amount of projects.

<u>Contractor’s License Monetary Limit</u>	<u>Minimum General Liability Insurance</u>
Up to \$500,000	\$100,000
\$500,001 to \$1,500,000	\$500,000
\$1,500,001 to Unlimited	\$1,000,000

Note: Many insurance companies may only offer a minimum of \$300,000 in lieu of \$100,000.

Requirements for Proof of Insurance

The Board requests a **certificate of insurance** (available from your insurance agency) which lists a **policy number** (not binder or account number), a **beginning and expiration date**, and **limits** of the insurance. The **name on the license** must match the **name in the insured box**. **The Board should be listed as the certificate holder.**

Limits required to be listed on Certificate of insurance:

- Each occurrence (this value must comply with minimum requirements listed above)
- Damage to Rented Premises (each occurrence)
- Medical Expense (any one person)
- Personal & Adv Injury
- General Aggregate
- Products- comp/op agg

FYI - A new workers’ compensation certificate of insurance is not needed for increasing the monetary limit on the license, however, contractors should maintain coverage as required with the Department of Labor and Workforce Development’s laws.

INSTRUCTIONS/CHECK-LIST

- _____ 1. Increase Request Form - Complete the form and sign (page 2); no fee is required. Due by the last day of the month, prior to the Board meeting.
- _____ 2. Experience - Attach a list of experience (may use page 3).
(If you have not listed experience where you've utilized your current limit, and do not have experience working as a subcontractor or joint venture with another licensed contractor on projects for the larger limit requested, or do not have personnel with such experience, you will need to supply an explanation of why you need an increase without having sufficient experience, such as, opportunity to bid coming up, etc.)
- _____ 3. General Liability Insurance - Attach proof to show it covers increased limit (see page 11).
- _____ 4. Financial Statement(s) Attached – Must be prepared by a CPA with a “Reviewed” or “Audited” opinion. *See pages 5 – 10 for additional financial statement information. Include the following(if required) to prevent delay in processing for Board review:*
 - _____ - Supplemental Personal /Parent Financial Statement (pfs)
 - _____ - Guaranty Agreement (required with all supplemental statements)
 - _____ - Line of Credit (Page 9)- to increase working capital, if needed
 - _____ - Proof of Life Insurance Value (If listed on supplemental financial statement)
 - _____ - Uncollected accounts receivable as the majority of working capital may not be counted at full value, unless an update is provided.
 - _____ - Cash only statements require Guaranty Agreement w/supplemental f/s
 - _____ - A Bond may be supplied in lieu of a Guaranty Agreement

Guaranty Agreement; Line of Credit and Bond forms at:

<https://www.tn.gov/content/dam/tn/commerce/documents/regboards/contractors/forms/ContBLC-GuarantyAgreementPolicy.pdf>

Check with your CPA to make sure you have enough working capital and net worth for the increase you are requesting, and that all the financial requirements have been met.

Example: A minimum of \$50,000 for the lesser of both working capital and net worth is needed for an increase to \$500,000, plus experience; a minimum of \$300,000 in both working capital and net worth is required for “Unlimited” plus experience. Review the financial information to ensure whether a personal/parent company financial statement with a Guaranty Agreement is needed.

- _____ 5. Emergency Issuance – See “[Hardship](#)” criteria and instructions from the website to have a revision reviewed prior to the next Board meeting. Hardship must be to the owner/customer, not the contractor. Details must include the bid date, reason of hardship, details of the project, etc., Law violations will void any hardship request or approval.
- _____ 6. Do not mail the revision request with renewal; submit separately! Doing so may delay the process since it must be received by the “Revision Section”. If requesting an increase at renewal time, you will receive two (2) license certificates; one for the renewal transaction and one for the revision. Keep a copy of the revision request for your records.
- _____ 9. If you checked “HAS” bid on page 2 and in violation of T.C.A. § 62-6-120 (*offering to engage without proper license*), please submit an explanation. If you were issued a citation or consent order please disclose; attach proof of where the civil penalty has been paid. Depending on the time, complaint history and circumstances, the increase may be denied or held up to six (6) months.
- _____ 10. Mail to: **Contractor’s Board, 500 James Robertson Parkway, Nashville, TN 37243-1150**
(Must be received (not postmarked) by the last day of the month to ensure reviewed at the next scheduled Board meeting. Allow 5 to 7 business days for mail receipt. (Example: Received on August 31st, will be reviewed at the September meeting. Coming Soon! Online Application for Revisions!

Process

Upon receipt of your license revision request, you will be sent an acknowledgment letter confirming receipt. If additional information is needed to complete your request after an audit is made, a letter will be sent to you with a date the information is needed by in order to make the meeting. Personal interviews are not required for revisions. Staff will only provide the Board with requests which are complete and do not lack any information required; *and those received by the deadline date. Those received after the deadline date will be presented if time allows, or at the next scheduled board meeting. See the “Calendar” from our website for meeting dates. Once approved, staff will issue a revised license to be mailed. You may check status from the “License Search” at: <http://verify.tn.gov/>*

The Board is charged with the responsibility to protect the public’s safety and welfare with regulating the licensing of contractors. Therefore, the information we’ve requested, which is in accordance with the statute, will provide them assistance in making a conscientious decision to grant your license revision request in a timely manner. We encourage you to keep abreast of law changes. More information relative to the license law, rules and regulations are available on our website. Be sure to register to receive email notifications of changes at: http://www.tn.gov/notify-app/sign_up.html?agencyId=3