REQUEST TO DOWNGRADE LICENSE

ID# _____
(Top right corner of license)

Arkansas Contractors Licensing Board
4100 Richards Rd
North Little Rock, AR 72117
Ph: 501-372-4661

I,_____, of _____
(Name of owner, officer, member, or partner) (Company Name as it appears on the license)

hereby formally request to **downgrade** my license from a _____
(Commercial, Residential or UNLIMITED Home Improvement)

license to:

Only check one: **See requirements below, needed with this form.**

____**Commercial – (Restricted) – (jobs less than $1,500,000 including labor and material)**

____**Residential Builder (ONLY)** if you had Building, Light Building or Residential Builder)

____**Unlimited** - Home Improvement (w/current specialties)
____**Limited** - Home Improvement (w/current specialties)

Requirements:

Limited - (Home Improvement projects **less than (**$50,000.00) - **A renewal application and filing fee are also needed if at the time of renewal, fee is on the back of the renewal, as requested under filing fee.** A balance sheet and proof of workers compensation insurance are NOT required, for licensing purposes only.

Unlimited or Residential Builder - A renewal application and filing fee are also needed if at the time of renewal, fee is on the back of the renewal, as requested under filing fee. A balance sheet and proof of workers compensation insurance (if 1 or more employees) are required.

Commercial – (Restricted) - A renewal application and filing fee are also needed if at the time of renewal, fee is on the back of the renewal, as requested under filing fee. A compiled financial statement prepared by CPA, and workers compensation insurance (if 1 or more employees) are required.

***By signing this, I understand that I can only do work within the scope and limits noted on the license.**

By: _____ Date: _____
(Signature of Owner, Officer, Member, Partner)

Phone: _____
Fax:_____
Email: _____
Please contact our office @ **501-372-4661** with any questions regarding this form.

Revised 7/17/26