

State of Arkansas Contractors Licensing Board



Commercial New Application

By obtaining a commercial license you automatically qualify to do residential work in the same classification / specialty(s) as those listed on the commercial license.

**\$100.00 Filing Fee – Check or money order only
NON-REFUNDABLE / NON-TRANSFERABLE**

MAIL INFORMATION TO :

CONTRACTORS LICENSING BOARD
4100 RICHARDS ROAD
NORTH LITTLE ROCK, ARKANSAS 72117

Main Phone Number (501) 372-4661

FAX Number (501) 372-2247

Web Site: www.arkansas.gov/clb

Commercial

New Application

Type of License

You can apply for an Unrestricted Commercial license or a Restricted Commercial license.

With a Restricted Commercial license, you can **ONLY** do Commercial projects that are less than \$1,500,000, including, but not limited to, labor and material.

Please ✓ the box for the license being applied for....

☐

Restricted Commercial license

Restricted Commercial license can **ONLY** do Commercial projects that are less than \$1,500,000 including, but not limited to, labor and material.

See page 3 for instructions

☐

Unrestricted Commercial license

Unrestricted Commercial license can do Commercial projects of any size.

See page 4 for instructions

RESTRICTED COMMERCIAL LICENSE

INSTRUCTIONS/CHECKLIST

(Projects under \$1,500,000 including labor & material)

The completed application must be in this office three (3) weeks prior to a board meeting to be reviewed. For a list of meeting dates, check our website at www.arkansas.gov/clb. Once the application is received in our office, it must be complete within 90 days. After 90 days, another application, filing fee, etc. will be required.

By obtaining a commercial license you automatically qualify to do residential work in the same classification / specialty(s) as those listed on the commercial license.

1. Complete the Application- Pages 2, 5, 6, 7, 11, 12, 13, 14, (if applicable), and 15.
2. \$100.00 filing fee made payable to the Contractors Licensing Board. (Fees are **NON-REFUNDABLE / NON-TRANSFERABLE**)
3. Three (3) references on forms provided (pages 8, 9, and 10). The references should not be from a supplier or banker unless they have observed your work and can describe it. The purpose of these references is to verify you have the appropriate required experience to receive the classification(s) / specialty(s) requested. Please refer to page 6 and 7 of this application or the Arkansas State Licensing Law for Commercial Contractors Rules 17CAR§ 255-208 of Act 150 for any questions about the classification(s) / specialty(s). We cannot accept references completed more than 90 days before submission.
4. Fully executed \$10,000.00 Contractor's Bond, that must be in Principal Name & EIN, as registered with the Secretary of State's office. Please refer to pages 16 & 17 for more information about the bond. **The license can be approved but not released until this Bond and Power of Attorney is filed with the Board unless the same entity currently has a license or registration with our office.**
5. Copy of the Arkansas Business and Law passing test score. Please refer to page 18 & 19 for more information about the test. **The license can be approved but not released without this passing test score unless the same entity currently has a license or registration with our office.**
- 6a). A Compiled report from a CPA (CPA cannot be an in-house CPA) must be submitted. **The date the financial statement was prepared for, not the date the financial statement was signed, must be less than one year old.** (The expiration date of the license will be determined by the date of the financial statement submitted.) The financial statement must include:
 - (1) Report letter from an Independent CPA
 - (2) Balance sheet prepared in accordance with GAAP or on an Income Tax Basis (Accrual Method)
 - (3) Footnotes are **not required**Refer to Rules Act 150 17CAR§ (255-401). One half (1/2) of the net worth requirement for the classification(s) / specialty(s) requested must be CASH in the bank and **cannot be a stockholder note to the company or receivables.** The CPA financial statement must also show positive working capital. Example: If asking for the Building classification, the net worth requirement is \$50,000, half of that \$25,000 will need to be cash in the bank. If asking for a specialty(s), the net worth requirement is \$5,000 half of that \$2,500 will need to be cash in the bank.
- 6b). To submit a Bond in Lieu of a Financial Statement, use the Surety Bond in Lieu of Financial Statement at www.arkansas.gov/clb under FORMS. (ORIGINAL completed bond must be filed with the Board for processing) **Understand that this bond does not replace the \$10,000 Contractors Surety Bond that is required.**
7. If applying as a Corporation, LLC, LP, or LLP, attach a copy of the Articles/Filings from your entity's Secretary of State's Office. If a fictitious name has been registered for this company, attach a copy of the fictitious name registration.
8. **If the applicant has one or more employees:** You must submit a certificate of insurance showing current workers' compensation coverage the way you are applying for this license and list the AR Contractors Licensing Board as the certificate holder. Please note that this is a requirement of the board to obtain a license. It is not intended to be a statement of any laws, rules or regulations of the Arkansas Workers' Compensation Commission, and should not be taken as such. All license applicants are strongly encouraged to contact their insurance agent or the Arkansas Workers' Compensation Commission to determine whether your company will be required to carry worker's compensation.
9. **If the applicant is also applying for a Residential License with a classification or / specialty(s) different from that of the commercial license:** The applicant will need to complete the New Application for a Residential License. No additional fee or test is required, but the application must be completed, and references given for the appropriate classification / specialty(s) requested to work in the Residential industry.

UNRESTRICTED COMMERCIAL LICENSE INSTRUCTIONS/CHECKLIST (Projects of Any Size)

The completed application must be in this office three (3) weeks prior to a board meeting to be reviewed. For a list of meeting dates, check our website at www.arkansas.gov/clb. Once the application is received in our office, it must be complete within 90 days. After 90 days, another application, filing fee, etc. will be required.

By obtaining a commercial license you automatically qualify to do residential work in the same classification / specialty(s) as those listed on the commercial license.

1. Complete the Application- Pages 2, 5, 6, 7, 11, 12, 13, 14, (if applicable), and 15.
2. \$100.00 filing fee made payable to the Contractors Licensing Board. (Fees are **NON-REFUNDABLE / NON-TRANSFERABLE**)
3. Three (3) references on forms provided (pages 8, 9, and 10). The references should not be from a supplier or banker unless they have observed your work and can describe it. The purpose of these references is to verify you have the appropriate required experience to receive the classification(s) / specialty(s) requested. Please refer to page 6 and 7 of this application or the Arkansas State Licensing Law for Commercial Contractors Rules 17CAR§ 255-208 of Act 150 for any questions about the classification(s) / specialty(s). We cannot accept references completed more than 90 days before submission.
4. Fully executed \$10,000 Contractor's Bond that must be in Principal Name & EIN as registered with the Secretary of State's office. Please refer to pages 16 & 17 for more information about the bond. **The license can be approved but not released until this bond and Power of Attorney is filed with the Board unless the same entity currently has a license with our office.**
5. Copy of the Arkansas Business and Law passing test score. Please refer to page 18 & 19 for more information about the test. **The license can be approved but not released without this passing test score unless the same entity currently has a license or registration with our office.**
- 6a). A **Reviewed or Audited** financial statement from a CPA (CPA cannot be an in-house CPA) must be submitted. **The date financial statement was prepared for, not the date the financial was signed must be less than one year old.** (The expiration date of the license will be determined by the date of the financial statement submitted.) The financial statement must include:
 - (1) Reviewed report or Audited opinion letter from an Independent CPA
 - (2) Balance sheet prepared in accordance with GAAP or on an Income Tax Basis (Accrual Method)
 - (3) All footnotes to the balance sheet

REFER TO Rules Act 150 17CAR§ (255-401). One half (1/2) of the net worth requirement for the classification(s) / specialty(s) requested must be CASH in the bank and **cannot be a stockholder note to the company or receivables.** Example: If asking for the Building classification, the net worth requirement is \$50,000, half of that \$25,000 will need to be cash in the bank. If asking for a specialty (s), the net worth requirement is \$5,000, half of that \$2,500 will need to be cash in the bank.
- 6b). To submit a Bond in Lieu of a Financial Statement, use the Surety Bond in Lieu of Financial Statement at www.arkansas.gov/clb under FORMS. (ORIGINAL completed bond must be filed with the Board for processing) **Understand that this bond does not replace the \$10,000 Contractors Surety Bond that is required.**
7. If applying as a Corporation, LLC, LP, or LLP, attach a copy of the Articles/Filings from your entity's Secretary of State's Office. If a fictitious name has been registered for this company, attach a copy of the fictitious name registration.
8. **If the applicant has one or more employees:** You must submit a certificate of insurance showing current workers' compensation coverage the way you are applying for this license and list the AR Contractors Licensing Board as the certificate holder. Please note that this is a requirement of the board to obtain a license. It is not intended to be a statement of any laws, rules or regulations of the Arkansas Workers' Compensation Commission, and should not be taken as such. All license applicants are strongly encouraged to contact their insurance agent or the Arkansas Workers' Compensation Commission to determine whether your company will be required to carry worker's compensation.
9. **If the applicant is also applying for a Residential License with a classification or / specialty(s) different from that of the commercial license:** The applicant will need to complete the New Application for a Residential License. No additional fee or test is required, but the application must be completed, and references given for the appropriate classification / specialty(s) required to work in the Residential industry.

CLB OFFICAL USE ONLY – (Do not write in this space)

Filing Fee: \$ _____ ID#: _____ ☐ Restricted ☐ Unrestricted

Commercial New Application

PRINT NAME OF COMPANY OR NAME (IF APPLYING AS A SOLE PROPERIORSHIP) AS YOU WISH FOR IT TO APPEAR ON LICENSE. IF APPLYING AS A CORPORATION, LLC, OR LLP, IT MUST READ EXACTLY AS REGISTERED WITH THE SECRETARY OF STATE OFFICE. APPLICANTS MUST CONDUCT / CONTRACT BUSINESS UNDER THE EXACT NAME SHOWN UPON THE LICENSE.

ANSWER ALL OF THE FOLLOWING QUESTIONS:

Indicate the type of entity seeking a license by circling one of the choices below:

SOLE PROPRIETORSHIP CORPORATION LLC PARTNERSHIP LP LLP

List Corporation Name, LLC Name, Partnership Name, LP Name, LLP Name, or Sole Proprietorship Name as applying for License: _____

If Applicable, Fictitious Name / d/b/a Name: _____

Federal ID# / EIN _____ Company Tax Year End _____

Mailing Address _____ City _____

State _____ Zip Code _____ County/Parish _____

Physical Address if different from above _____

Company Phone _____ Company E-mail _____

Name, Phone #, and email for person to Contact with any Questions regarding this application:

Complete the following with information on the person that will take or has taken the Business & Law Exam

Name _____ Social Security # _____

How long has this individual been with this company? _____

Position held with this company, check one: ☐ Sole Owner
☐ Full time W2 employee
☐ Officer, member, or partner of the company
and is actively involved in the day-to-day operations

Effective Date 8/25 (Commercial New App)

5.

CLASSIFICATIONS

Please circle the classification(s) being requested.

A description of each class can be found in our Arkansas State Licensing Law for Commercial Contractors Rules 17CAR§ (255-301) of Act 150.

Classification(s) / specialty(s) marked with ** require an Arkansas Trade License or Certification.

MAJOR CLASSIFICATIONS *Must show five (5) years of experience for the following classifications.*

1. Heavy Construction
2. Municipal & Utility
3. Highway, Railroad & Airport

4. Building (Commercial & Residential)
5. Light Building (Commercial & Residential)
- ** 6. Mechanical (Plumbing & HVACR)
- ** 7. Electrical

SPECIALTY(S) *Must show one (1) year of experience for the following classifications.*

- Above Ground Tanks
- ** Asbestos
- Awnings, Canopies & Gutters
- Base & Paving
 - a. Base Construction
 - b. Hot & Cold Mixes
 - c. Surface Treatment
 - d. Asphalt
 - e. Concrete Paving
- Blinds, Curtains, Draperies, Theatrical
- Boat Docks
- ** Boiler Construction & Repair
- Bulk Storage Facilities
- Cable Television Lines (Above & Below Ground)
- Car Washes
- Carpentry, Framing, Millwork, Cabinets
- Ceilings, Wall Systems, Acoustical Treatments
- Chemical Resistant Tile & Brick
- Chimneys, Fireplaces
- Cofferdams, Dikes, Levees, Canals
- Communication, Computer or Sound Systems, Cabling
- Concrete
- Control Systems & Instrumentation
- Conveyors, Material Handling Systems, Cranes, Hoists
- Cooling Towers
- Demolition, Blasting
- Dredging
- Institutional & Kitchen Equipment
- Drywall
- Electrical Transmission Lines
- ** Elevators, Escalators, Dumbwaiters, Chairlifts
- Energy & Chemical Pipelines
- Energy Management, Retrofit Systems
- Environmental General
- Erosion Control
- ** Factory Trained Medical Equipment Technician
 ("exemption" from Electrical Board required)
- Fencing, Gates
- Fiberglass
- Fireproofing
- Floors, Floor Covering
- Foundation Construction or Drilling, Pile Driving, Stabilization
- Furnaces, Fuel Burning or Heat Transfer Equipment,
 Stokers, Refractories
- Furniture, Recreational and/or Playground Equipment,
 Bleachers, Seating, Partitions
- ** Gas Fitter
- Generators, Turbines
- Glass, Glazing, Doors, Windows, Hardware, Storefront
- Golf Cart & Foot Bridges & Paths
- Golf Courses
- Grading & Drainage (Includes Pipe & Structures, Culverts,
 Clearing, Grubbing & Rip Rap, Excavation)

- Grain Bins
- Greenhouses
- ** Heating, Ventilation, Air Conditioning, Refrigeration
- HRA Miscellaneous & Specialty Items
 - a. Traffic Safety
 1. Pavement Markers
 2. Signaling
 3. Guardrails & Fencing
 4. Attenuators, Signalization & Roadway Lighting
 - b. Landscaping
 1. Seeding
 2. Sodding
 3. Planting
 4. Chemical weed & brush control
 - c. Pavement Rehabilitation
 1. Pressure grouting
 2. Grinding & grooving
 3. Concrete joints
 4. Underdrains
 - d. Miscellaneous Concrete
 1. Sidewalks
 2. Driveways
 3. Curb & gutter
 4. Box culverts
- Hydraulics
- Incinerator & Stack Construction
- Indoor/Outdoor Advertising
- Institutional & Kitchen Equipment
- Insulation
- Interior Work
- Kilns, Drying Systems
- Landfills
- Landscaping, Irrigation, Lawn Sprinkler Systems, Streams
- ** Landscaping with Planting
- Lathe, Plaster, Stucco, Dryvit, EIFS
- ** Lead Abatement
- Lift Stations, Pumps
- Lightning Protection
- Liners
- Marine Docks
- Masonry
- Mausoleums
- Medical Shielded Enclosures
- Metal Buildings, Detached Structures, Storage Buildings
- Metal Studs, Walls
- Meter Installation & Service
- Microwave Systems, Towers, Satellite Dishes
- Millwright
- Oil & Gas Field Construction, Rigging
- Overhead Doors & Dock Equipment
- Paint Booths
- Painting, Wallcovering
- Passenger Boarding Bridges

Effective Date 8/25 (Commercial New App)

6.

SPECIALTY(S) (Continued from page 6) - **Requires an Arkansas Trade License or Certification

- | | |
|---|--|
| Piping, Process Piping, Valve Repair
Plant Maintenance
Plating & Waste Treatment Systems | ** <u>Sheet Metal, Ducts, Ventilation</u>
Siding, Soffit, Facia, Gutters |
| ** <u>Plumbing</u>
Pneumatic Tube Systems
Pollution, Air & Dust Control, Blower & Exhaust Systems
Poultry & Swine Electrical
Poultry & Swine Houses
Poultry (HVACR)
Precipitators
Railroad Construction & Related Items
Rebar | ** <u>Signal or Burglar Alarms, Fire Detection & Monitoring Systems</u>
Skylights
Solar Systems
Special Coatings or Applications, Caulking, Waterproofing
Sport & Recreational Surfaces |
| ** <u>Refrigeration, Cold Storage</u>
Remediation
Remodeling, Renovations, Restoration, Alterations
Retaining Walls
Right of Way Clearing
Roofs, Roof Decks, Roofing Sheet Metal
Sandblasting, Hydroblasting, Dry Ice Blasting
Scaffolding
Scales | ** <u>Sprinklers, Fire Protection</u>
Steel, Alloy, Ornamental, Metal Fabrication, Welding
Storm Shelters
Substations
Swimming Pools, Spas
Temperature Controls (Electric)
Temperature Controls (Pneumatic)
Testing & Balancing
Tile, Terrazzo, Marble, Countertops
Tuckpointing
Tunnels, Shafts
Underground Piping, Cable, Trenching, Boring |
| ** <u>Septic Tank Installation & Repair</u>
Security, Banking, Detention Equipment
(Bars & safety no certificate needed)
Service Station Equipment | ** <u>Underground Storage Tanks</u>
Water and Sewer Lines
Water Lines Associated with Fire Protection
** <u>Water Wells</u>
135Wind Turbines |

What type(s) of work do you propose to perform as a Licensed Contractor: (Be specific)

If any of the following specialty(s) are being requested, then **attach a copy of the Arkansas trade license/certificate**

- Asbestos (call 501-682-0744)
- Boiler Construction & Repair (call 501-682-4553)
- Electrical (call 501-682-4548)
- Elevators, Escalators, Dumbwaiters, Chairlifts (call 501-682-4530)
- Gas Fitter (call 501-661-2642)
- HVACR (call 501-682-9201)
- Landscaping w/Planting (call 501-225-1598)
- Lead Abatement (call 501-671-1472)
- Plumbing (call 501-661-2642)
- Refrigeration, Cold Storage (call 501-682-9201)
- Septic Tank Installation & Repair (call 501-661-1217)
- Sheet Metal, Ducts, Ventilation (call 501-682-9201)
- Signal or Burglar Alarms, Fire Detection & Monitoring Systems (call 501-618-8600)
- Sprinkler, Fire Protection (call 501-661-7903)
- Underground Storage Tanks (call 501-682-0993)
- Water Wells (call 501-682-3900)

Complete the following section for each person that holds an Arkansas trade license/certificate (if more than one attach information separately).

Name _____ Social Security # _____
How long has this individual been with this company? _____
Position held with this company, check one: _____ Sole Owner
_____ Full time W2 employee
_____ Officer, member, or partner of the company and
is actively involved in the day to day operations

Experience must be shown on each reference (pages 8, 9, and 10) for each classification(s)/specialty(s) requested.

Effective Date 8/25 (Commercial New App)

7.

REFERENCE FORM

THIS SECTION TO BE COMPLETED BY ENTITY APPLYING FOR LICENSE...

Insert your company name and address below. Complete the following questions regarding projects that reflect the appropriate experience for the classification(s) requested. The person verifying this experience can fax/email/mail the completed form to our office. **We cannot accept forms that are signed over 90 days from the date received.**

APPLICANT NAME & ADDRESS (as shown on application)

1. Name of the individual or company whose experience is being verified:

2. List specific project(s) this company or individual has completed. List the name of the project(s), location of the project(s), dollar amount of the project(s), square feet of the project(s), and exactly what type of work was performed on each project. (Additional pages or information may be submitted.)

BELOW TO BE COMPLETED BY INDIVIDUAL VERIFYING THE ABOVE EXPERIENCE...

The below section must be completed, signed, and dated by the individual that has firsthand knowledge of the above listed project(s), not the person applying for the Arkansas Contractor's License.

We cannot accept forms that are signed over 90 days from the date received.

3. Yes ___ No ___ Are you related to or affiliated with the owners of the company or any of the employees?
If yes, you are not eligible to complete this form. STOP!!!.....

4. To your personal knowledge, how long has the company or individual been performing the type of work listed in this reference? _____

By signing this form, I swear or affirm under oath that the foregoing reference information, including any attachments, is/are true and correct.

Name & Address of Person Giving This Reference: (Print)

Signature _____

Date _____

Phone No. _____

REFERENCE FORM

THIS SECTION TO BE COMPLETED BY ENTITY APPLYING FOR LICENSE...

Insert your company name and address below. Complete the following questions regarding projects that reflect the appropriate experience for the classification(s) requested. The person verifying this experience can fax/email/mail the completed form to our office. **We cannot accept forms that are signed over 90 days from the date received.**

APPLICANT NAME & ADDRESS (as shown on application)

1. Name of the individual or company whose experience is being verified:

2. List specific project(s) this company or individual has completed. List the name of the project(s), location of the project(s), dollar amount of the project(s), square feet of the project(s), and exactly what type of work was performed on each project. (Additional pages or information may be submitted.)

BELOW TO BE COMPLETED BY INDIVIDUAL VERIFYING THE ABOVE EXPERIENCE...

The below section must be completed, signed, and dated by the individual that has firsthand knowledge of the above listed project(s), not the person applying for the Arkansas Contractor's License.

We cannot accept forms that are signed over 90 days from the date received.

3. Yes ___ No ___ Are you related to or affiliated with the owners of the company or any of the employees?
If yes, you are not eligible to complete this form. STOP!!!.....

4. To your personal knowledge, how long has the company or individual been performing the type of work listed in this reference? _____

By signing this form, I swear or affirm under oath that the foregoing reference information, including any attachments, is/are true and correct.

Name & Address of Person Giving This Reference: (Print)

Signature _____

Date _____

Phone No. _____

REFERENCE FORM

THIS SECTION TO BE COMPLETED BY ENTITY APPLYING FOR LICENSE...

Insert your company name and address below. Complete the following questions regarding projects that reflect the appropriate experience for the classification(s) requested. The person verifying this experience can fax/email/mail the completed form to our office. **We cannot accept forms that are signed over 90 days from the date received.**

APPLICANT NAME & ADDRESS (as shown on application)

1. Name of the individual or company whose experience is being verified:

2. List specific project(s) this company or individual has completed. List the name of the project(s), location of the project(s), dollar amount of the project(s), square feet of the project(s), and exactly what type of work was performed on each project. (Additional pages or information may be submitted.)

BELOW TO BE COMPLETED BY INDIVIDUAL VERIFING THE ABOVE EXPERIENCE...

The below section must be completed, signed, and dated by the individual that has firsthand knowledge of the above listed project(s), not the person applying for the Arkansas Contractor's License.

We cannot accept forms that are signed over 90 days from the date received.

3. Yes ___ No ___ Are you related to or affiliated with the owners of the company or any of the employees?
If yes, you are not eligible to complete this form. STOP!!!.....
4. To your personal knowledge, how long has the company or individual been performing the type of work listed in this reference? _____

By signing this form, I swear or affirm under oath that the foregoing reference information, including any attachments, is/are true and correct.

Name & Address of Person Giving This Reference: (Print)

Signature _____

Date _____

Phone No. _____

Corporation, LLC, Partnership, LP, LLP, or Sole Proprietorship Data

- **Individual/Sole Proprietor- If applying as an individual/Sole Proprietor-**
Complete this section- *A sole proprietorship is an unincorporated business owned by a single individual-*

Legal Name	Social Security #

- **Corporation-If applying as a corporation –**

Complete this section- *Include President, Vice President, Secretary, & Treasurer. Also list Shareholders who own **10% or more** of the entity applying for license.*

❖ **Date the Company Registered with the Arkansas Secretary of State's office.** _____
Secretary of State's office (501-682-3409)

Legal Name	Specify Title/ Percentage Owned	Social Security #

- **Limited Liability Company (LLC)- If applying as an LLC-**

Complete this section- *Include Officers and Managing Members. Also list members who own **10% or more** of the entity applying for license.*

❖ **Date the company registered with the Secretary of State's office.** _____
Secretary of State's Office (501-682-3409)

Legal Name	Specify Title/ Percentage Owned	Social Security #

Corporation, LLC, Partnership, LP, LLP or Sole Proprietorship Data

Partnership- If applying as a Partnership-Complete this section

List partners of the entity applying for license

Date the Company registered with the Arkansas Secretary of State's office (501-682-3409)

Legal Name	Social Security #

Limited Partnership (LP)- If applying as an LP-Complete this section

List general partners and limited partners who own 10% or more of the company applying for license

Date the Company registered with the Arkansas Secretary of State's office (501-682-3409)

Legal Name	Specify Partner General or Limited	Social Security #

Limited Liability Partnership (LLP)- If applying as a LLP-Complete this section

List general partners who own 10% or more of the company applying for license along with officers

Date the Company registered with the Arkansas Secretary of State's office (501-682-3409)

Legal Name	Specify Title	Social Security #

APPLICANT INFORMATION

Note: For the following questions 1-17, You/Your means, this organization, any officer, the qualifier of this company, you, or anyone who owns 10% or more of the entity.

- Yes___ No___ 1. Have you ever had a contractor license or been associated with a contractor license in this state or any other state? (See definition of you above) **If yes, attach separately a list of those that apply.**
- Yes___ No___ 2. Do you knowingly employ any individual(s), or hire workers as independent contractors, who do not have legal authority to work in the United States of America? (See definition of you above)
- Yes___ No___ 3. Are you legally authorized to work in the United States of America? (See definition of you above)
- Yes___ No___ 4. Do you understand that the failure to comply with the Federal law on the hiring, as employees or as subcontractors of workers without legal authority to work in the United States of America can lead to the revocation of the contractor license in the State of Arkansas? (See definition of you above)
- Yes___ No___ 5. Does this applicant have one or more employees?
- Yes___ No___ 6. Does the applicant have Workers Compensation Insurance?

Answering yes to any of the following questions will NOT automatically disqualify you for a contractor license.

- Yes___ No___ 7. Have you, or any construction related entity in which you were an investor, partner, officer, ever failed to complete a project awarded to you? **If yes, attach separately a statement of circumstance, the name of the individual, other organization, and reason for failure.**
- Yes___ No___ 8. Have you filed bankruptcy or were you a part of any other organization that has filed bankruptcy within the last (10) years? (See definition of you above) **If yes, attach a written explanation as to why bankruptcy had to be filed, along with a copy of schedules D, E, F, G & H prepared by your attorney listing the creditors that shows the amounts owed to each creditor and a copy of the bankruptcy discharge.**
- Yes___ No___ 9. Have you ever pleaded guilty, no contest, nolo contendere, been convicted, found guilty, or been sentenced for any felony or misdemeanor, other than traffic violations? (See definition of you above) **If yes, complete the Criminal Background Information form, page 14 for each offense.**
- Yes___ No___ 10. Are you required to register on the sex offender registry in this state or any other state? (See definition of you above) **If yes, please attach separately a written explanation as to what occurred and when this occurred.**
- Yes___ No___ 11. Do you or any construction related entity in which you own 10% or more, have any outstanding liens, judgments, or pending litigation against you? (See definition of you above) **If yes, attach separately details and an explanation.**
- Yes___ No___ 12. Have you ever had a license revoked or suspended, been penalized or disciplined, by the Arkansas Contractors Licensing Board, the Arkansas Residential Committee, or any other state? (See definition of you above) **If yes, attach separately details and an explanation.**

****ONLY COMPLETE THE FOLLOWING IF APPLYING AS A SOLE PROPRIETORSHIP...Answer questions 13-17 ****

- Yes___ No___ 13. Are you on Active Duty in the United States Military?
- Yes___ No___ 14. Is your spouse on Active Duty in the United States Military?
- Yes___ No___ 15. Are you a former member of the United States Military who has NOT been dishonorably discharged?
- Yes___ No___ 16. Is your spouse a former member of the United States Military who has NOT been dishonorably discharged?
- Yes___ No___ 17. If you answered yes to questions 13, 14, 15, or 16, do you hold a **current state contractor license** (not a registration) issued by another state? **If yes, provide a copy of your current contractor license issued by another State. If yes, you do not have to take the Arkansas Business and Law exam and you do not have to submit reference forms (pages 8, 9 and 10 of this application) to obtain a license with same classification(s) as you have in that other State.**

Complete this form **ONLY** if yes was answered to question #9 on page 13.....

Criminal Background Information
State of Arkansas Contractors Licensing Board

IN CASES OF MULTIPLE OFFENSES, MAKE A COPY OF THIS FORM TO SHOW INFORMATION FOR EACH OFFENSE....

1.

Offender's legal name: _____
2.

Offender's SSN: _____
3.

Offender's DOB: _____
4.

The crime in question: _____
5.

The date of the conviction: _____
6.

The jurisdiction (State, County, and City): _____
7.

The sentence: _____

8.

If you were incarcerated, the date of your release: _____
9.

If you were placed on probation or parole, the date of release from probation or parole: _____

10.

Has the offense been sealed by the Court, pardoned, or expunged? If yes, which one? _____

11.

Written explanation as to what occurred: _____

AFFIDAVIT

I, _____, being duly sworn/affirmed, state under oath:
(Name of Owner/Officer/Member/Partner/Sole Proprietor)

That I am _____ of _____:
(Position Held) (Company Name, if Applicable)

Further, that the foregoing statement of experience and all statements contained within this application, including attachments are true and correct; Further, that I am familiar with the books and records of the above mentioned company showing its financial condition; that the financial statement(s) and any accompanying financial data attached hereto (or submitted separately) are taken from the books and records of said company and form a true and accurate statement of the financial condition of said company as of the date shown; Further, that the foregoing statements of experience and financial condition are submitted to the Contractors Licensing Board or the Residential Contractors Committee for the express purpose of inducing the Board or Committee to license the applicant as a contractor in the State of Arkansas, and that any depository, vendor or state agency is hereby authorized to supply such Board or Committee with any information necessary to verify these statements. Any agency of the State of Arkansas is authorized to release to the Contractors Licensing Board, or its representative, or the Residential Building Contractors Committee, or its representative, any information necessary to show proper compliance with A.C.A. § 17-25-101 et seq., or A.C.A. § 17-25-501 et seq., including the obtaining and reviewing of a criminal background check. Further, that with respect to any commercial contract work in the State of Arkansas in the amount of \$50,000.00 or more, including but not limited to labor and materials, the applicant is not now a party on any contract for such work, does not have any outstanding work or any bid for such work, will not bid, contract or perform any such work until such time as the applicant is approved and a license has been issued. Any exceptions to this affidavit are attached hereto.

(Signature of Owner/Officer/Member/Partner/Sole Proprietor)

Instructions for Arkansas' **\$10,000 SURETY Bond**

All **Commercial Contractors and Registered Subcontractors** are required to have this bond filed with the Board to have a valid license.

AGENTS:

Bond must have Principal's Company Name and EIN on the bond, **exactly** as applying for license.

Only an Arkansas Resident or an Arkansas Non-Resident agency, agent, broker, or producer that is currently licensed by the Arkansas Insurance Department can execute this surety bond.

We cannot accept a License and Permit Bond.

IF issued by Direct Underwriter:

The bond may be executed solely by the Surety company. An underwriter (employee) that **works directly for the Surety need only sign the bottom line and indicate that you're a direct underwriter.**

Continuation Certificates are not required, as our bonds are continuous until cancelled.

CONTRACTORS:

Principal Company Name and EIN must appear on the bond, **exactly** as applying for the license. This name is how all work and bids are to be performed in Arkansas. (Any other name could constitute a possible violation.)

See that the bond is filed with the Board as directed at the bottom of the bond form, for processing. A license is not valid without this bond in place with the Board.

Bond and the Power of Attorney may be mailed, faxed, or emailed to the Board for processing:
contractors.licensing.board@arkansas.gov fax (501-372-2247)
Contractors Licensing Board, 4100 Richards Road, North Little Rock, AR, 72117

For questions regarding this bond, contact our office at 501-372-4661 or
contractors.licensing.board@arkansas.gov



\$10,000 Surety Bond (Required by A.C.A. § 17-25-401)

Only an Arkansas Resident or an Arkansas Non-Resident insurance agency, agent, broker, producer, or surety (as a direct underwriter) that is currently licensed by the Arkansas Insurance Department can execute this surety bond.

Effective Date _____

Bond Number _____

STATE OF ARKANSAS

WHEREAS, under the terms of A.C.A. § 17-25-401, et. seq., every contractor described therein must file with the Contractors Licensing Board a corporate surety bond or cash bond to secure compliance with A.C.A § 17-25-401, et. seq.

WHEREAS, every such contractor is required to comply with all the terms of said Code, and all rules and regulations promulgated by the Contractors Licensing Board pursuant to the authority of said Code, in the performance of contracts in the State of Arkansas:

NOW, therefore, we, the undersigned, as Principal and Surety (below), are held firmly bound to the State of Arkansas in the Sum of Ten Thousand Dollars (\$10,000) for payment of which we bind ourselves, our heirs, assigns, executors and administrators, jointly and severally, conditioned that if the undersigned principal shall promptly pay any amount of money due as provided in A.C.A. § 17-25-401, et. seq., then this obligation shall be null and void; otherwise, it shall be in full force and effect.

The Surety reserves, however, the right to cancel the above bond on the giving of sixty (60) days written notice to the Principal and to the State of Arkansas (Contractors Licensing Board).

Principal's Company Name and EIN (as applying for license) _____ **Business Address & Phone#** _____

Surety's Name _____ **Address and Phone#** _____

Agents: Arkansas Insurance License must be attached along with Power of Attorney

Insurance Company Name or Agent (Exactly as it appears on the AR Insurance License) _____

Mailing Address & Phone# _____

****Signature of Agent/Broker/Producer**** _____ **Printed Name** _____

Power of Attorney Signature (if different than above) or **IF Direct Underwriter - Surety Employee Signature** ☐

Contractor: Bond may be mailed, faxed, or emailed to the Board for processing:
contractors.licensing.board@arkansas.gov
fax (501-372-2247)
Contractors Licensing Board, 4100 Richards Road, North Little Rock, AR, 72117

Arkansas Business & Law Test (Instructions)

The test is given by an independent testing company (P.S.I.). If you have questions about the test or need more information beyond what is furnished here please call them at 855-257-1620.

Examination Fee: \$84.00 Examination fees are not refundable or transferable

Registration Instructions:

By Phone: P.S.I. at 1-855-257-1620
Payment methods: VISA, Mastercard, American Express or Discover
Schedule the following: *Arkansas Contractor Business and Law Exam*

Registering Online: <https://test-takers.psiexams.com/arconst>

Follow these instructions:

1. Go to the above website.
2. Click on Tests
3. You will be asked to select the examination.
 - a. Select the following: *_AR Business and Law Examination (Onsite -Test Center)*
 - b. Click on Login/Register
 - c. Click on Create Account if you need to register, otherwise sign in if you are already registered.
 - d. After registering, click on Login.
**Make sure when registering you use the EXACT information you will have on your photo ID the day of taking your test.
 - e. Click on Continue Booking
 - f. Enter all required information and click NEXT
 - g. Enter information to find your nearest test center and click Find
 - h. Click on the testing facility you wish to test at
 - i. Click Date & time you wish to test and click NEXT
 - j. Enter payment information and click continue
3. Testing is held Monday - Saturday at most sites. Hours are determined at each site.
4. The test is open book, multiple choice, and 50 questions, with a 2-hour time limit.
5. You can order the book by calling the publisher directly at (623) 587-9519.
Order the following:
Arkansas Contractors Guide to Business, Law and Project Management
6. You may highlight, underline, annotate, and or tab with permanent tabs prior to the exam session. However, reference material may not be written in during the exam session.
7. Permanent tabs are permitted.
(Permanent tabs are defined as tabs that would tear the page if removed)
8. Temporary tabs are NOT permitted.
(Temporary tabs are defined as post-it notes or other tabs that may be removed without tearing the page)
9. Applicants with disabilities or those who would otherwise have difficulty taking the examination should request alternative arrangements by calling P.S.I. at 855-257-1620.
10. On the day of your examination, you must arrive at the P.S.I. Center 30 minutes before your scheduled appointment to complete the admission procedures required before your test begins. You must bring the following with you: One official government issued photo identification such as a driver's license, passport, etc., and your Contractors Guide to Business, Law and Project Management, Arkansas Edition.

PLEASE BE ADVISED:

- a) You will only be tested from the Contractors Guide to Business, Law and Project Management, Arkansas Edition.
- b) Verify your exam before you take the test to make sure it is the *_AR Business and Law Examination (Onsite -Test Center)*
- c) **P.S.I. will give you your results immediately. You can also have P.S.I. send the results directly to you. It is your responsibility to get the passing test score to our office by fax 501-372-2247 or regular mail.** If you request your results be sent to our offices it could take several weeks to get to us, which could postpone the approval and release of your license.



**NASCLA CONTRACTORS GUIDE TO BUSINESS, LAW AND PROJECT MANAGEMENT, ARKANSAS EDITION
ORDER FORM**

To order a copy of the *NASCLA Contractors Guide to Business, Law and Project Management, Arkansas Edition, Tabs Bundle Pak*, you can visit the NASCLA website bookstore at www.nascla.org. You can also order by mailing a copy of this order form to the address below with credit card information.

NASCLA
23309 N. 17th Drive, Suite 110
Phoenix, Arizona 85027
Phone (623) 587-9354 Fax (623) 587-9625 or
Online @ www.nascla.org

The *NASCLA Contractors Guide to Business, Law and Project Management, Tabs Bundle Pak* offers our permanent reference tabs that will help you navigate quickly through this publication. Please note that these tabs are self-adhesive and must be added at least one day prior for sufficient adhesive power.

SHIP TO:

Name _____
Company _____
Mailing Address _____
City _____ State _____ Zip _____
Telephone (____) _____ - _____ Fax (____) _____ - _____
Email Address _____

METHOD OF PAYMENT (Due to possible added sales tax, checks are not accepted):

☐ Visa ☐ MasterCard ☐ American Express ☐ Discover
Card Number _____ Exp. Date ____/____ CVC _____
Name on Card _____ Signature _____

PLEASE SEND:

_____ Copy(ies) of the <i>NASCLA Contractors Guide to Business, Law and Project Management, Arkansas Edition Tabs Bundle Pak</i> @ \$87.99	\$ _____
_____ Copy(ies) of the <i>NASCLA Contractors Guide to Business, Law and Project Management, Arkansas Edition (book only)</i> @ \$78.00	\$ _____

SHIPPING & HANDLING:

\$ 15.95 USPS for one book (\$6.00 for each additional book) \$ _____

SALES TAX: Additional State Sales Tax Rates could apply.

TOTAL \$ _____