**General New Application Question**

***For questions if a license is needed see General Questions FAQ’s (Commercial, Residential Builder, or Home Improvement).***

**Q). What is Residential construction?**

A). Residential construction is work on a “single family residence” and the property or improvements connected to it. For example, building the drive way at a single family residence is residential construction, building the streets, the curbs etc. is commercial construction. Everything other than work on a “single family residence” is considered commercial.

**Q).** **What is “Commercial” construction?**

A). All construction other than work on a “single family residence.” (See definition of a “single family residence” above.)

**Q). What type of license do I need?**

A: 1) **Commercial License:** A commercial license is needed if you perform work over $50,000, labor and materials combined, on a commercial project.

2) **Residential Builders License:**  A residential builders license is needed to build a single-family residence, if the cost of the project is more than $2,000, unless an exception applies. A Residential Builders License also allows you to perform remodeling on a single-family residence.

3) **Residential Remodelers License:** A residential remodelers license is needed to make major structural changes to a single-family residence or to add on square footage, if the project is more than $2,000. A residential remodeler can do anything on a single-family residence except build a new home. Please note that Electrical, HVAC, Plumbing, etc. must have a license through their separate boards.

4) **Home Improvement License:** A home improvement license is needed to do specialty work on a single-family residence, if the project is more than $2,000. This license is for a contractor who is only responsible for certain types of work (painting, roofing, flooring, etc.). This license does not allow you to build a home or remodel a home.

**Q). What is a Restricted Commercial License?**

A). A Restricted Commercial license is a license that allows you to perform work on a commercial project up to $750,000.

**Q). What is the difference between a "limited" and "unlimited" Home Improvement contractor?**

A). A contractor holding a "limited" Home Improvement license can only do Home Improvement projects less than $50,000, including, but not limited to, labor and material. A contractor holding an "unlimited" Home Improvement license can do Home Improvement projects of any dollar amount.

**Commercial New Application**

**Q). Where do I get the New Application form?**

A). The applications are available at [www.arkansas.gov/clb](http://www.arkansas.gov/clb), under “Apply for a License” or by clicking here.

**Q). What are the financial requirements to get a Commercial License?**

A). Depending on what type of work you perform and what kind of commercial license you are applying for, your financials will have certain net worth and working capital requirements. Naturally, the larger the classification you are seeking the higher the financial requirements required to get a license. Please see the application for the specifics amounts required.

**Q). What are the requirements to get a Commercial License?**

A). 1. Complete the Application.

1. $100.00 filing fee.
2. Three (3) written references. (See Commercial New Application for preprinted reference forms).
3. Copy of the Arkansas Business and Law passing test score.
4. Fully executed $10,000.00 Contractor’s Bond.
5. A current (company year-end) financial statement. For a Restricted License a “Compiled” financial statement prepared by an independent CPA or RPA. For a Regular License a current Reviewed or Audited financial statement prepared by an independent CPA or RPA.
6. If the business is a corporation of LLC a copy of the Articles of Incorporation for the company.
7. Current Worker’s Compensation insurance certificate (if there are employees).

**Q). How long does it take to get my license once an application is received?**

A).Usually a license can go before the Board for approval within a month of our receiving a completed application. The completed application must be in this office three (3) weeks prior to a committee meeting to be reviewed. For a list of meeting dates, check our website at [www.arkansas.gov/clb](http://www.arkansas.gov/clb) . Once the application is received in our office, it must be complete within 90 days. After 90 days, another application and filing fee, etc. will be required.

**Q). Do you reciprocate with any other states?**

A). Yes. If you have had a current license in Alabama, Tennessee, Mississippi, or Louisiana for 3 years, then you can apply for a license using reciprocity. This will exempt you from taking the Arkansas Business and Law exam. You must complete all other portions of the New Application with all the required documents.

The verifying state will need to complete the reciprocal form. The form can be found at [www.arkansas.gov/clb](http://www.arkansas.gov/clb) under forms or by clicking here.

**Exam Questions**

**Q). Is an exam required?**

A). Yes, the Arkansas Business & Law exam is required or the NASCLA exam is required.

**Q.) What is the difference in the Arkansas Business and Law exam and NASCLA exam?**

A). The Arkansas Business and Law exam is only for a Contractor’s license in Arkansas. The NASCLA exam qualifies as a national exam that is accepted by many states.

**Q). How do I register to take the NASCLA exam?**

A). Contact NASCLA at (623) 587-9519

**Q). How do I register to take the Arkansas Business & Law exam?**

A). Contact Prometric

1. Call 1-888-763-0131 or visit www.experioronline.com

2. Register for ARO4 Program name.

3. Exam Code 100

4. The operator will assist you in finding the nearest Testing Center.

5. The test is administered 6 days a week (M-F 8:00 a.m. – 8:00 p.m., Sat 8:00 a.m. – 4:00 p.m.).

**Q). How do I purchase the study manual for the Arkansas Business and Law exam?**

A). You can pick up a copy at our office or you can order the manual online at [www.nascla.org](http://www.nascla.org) through the NASCLA Bookstore.

**Q). How much does it cost to take the Arkansas Business and Law exam?**

A). The test is $80.00

**Q). How much is the study manual for the Arkansas Business & Law exam?**

A). The study manual is $50.00.

**Q). How much is it to take the NASLCA exam?**

A). Contact NASCLA at (623) 587-9519

**Q). Do I take the test before applying for the Commercial license?**

A). The test can be taken before or after the application is submitted. No license can be issued until we receive a passing test score.

**Q). Does the testing center send the passing test score?**

A). They send the passing test scores to us once a month. Once the test is complete, they will give you the “unofficial” test score. For quicker processing time, please submit the “unofficial” test score to our office along with the name of the company that is applying for the license.

**Reference Questions**

**Q). Who can complete a Reference form?**

A). The Reference form can be completed by an individual who can verify experience in the classification you are requesting. It should not be from a supplier or banker, unless they have actually observed work and can describe it. The form also cannot be completed by a family member.

**Q). Can I have someone write a reference letter?**

A). Yes, but the pre-printed Reference form that is available in the application is also required.

**Bond Questions**

**Q). Do I submit the required Bond with the Commercial New Application?**

A). The Bond can be submitted with the Commercial New Application or separately but no license can be issued until it is received.

**Q). What kind of Bond is needed?**

A). A $10,000 Surety Bond is needed. There is a Bond form in the Commercial New Application or one is available by clicking here.

**Q). Where can I get a Bond?**

A). Contact a Bonding agency or an insurance agent.

**Commercial Financial Questions**

**Q). Does the Reviewed or Audited Financial Statement that is required for a Regular Commercial License have to be prepared by a Certified Public Accountant?**

A.) Yes.

**Q). Can the Certified Public Accountant who prepares the Reviewed, Audited or Compiled Financial Statement be an “in-house” CPA?**

A). No.  The Certified Public Accountant must be an independent CPA

**Q.) What is the minimum financial requirement for a Commercial New application?**

A.) Below is the minimum net worth and amount cash in bank that is needed to receive a license.

**Classifications: Net Worth Cash Requirement**

Heavy $50,000 $25,000

Highway, Railroad, Airport $50,000 $25,000

Municipal & Utility $50,000 $25,000

Building $50,000 $25,000

Light Building $20,000 $10,000

Mechanical $20,000 $10,000

Electrical $20,000 $10,000

Specialty $5,000 $2,500

***\*For additional questions concerning the financial requirement, please contact our office at 501-372-4661 or email*** ***Contractors.licensing.board@arkansas.gov******.***

**Registering Company Name**

**Q). What name should I apply for the license under? Sole Proprietor, Corporation, LLC, LP?**

A). Please contact your attorney or CPA to determine how to set up your company. You must perform work in the name you are licensed in.

**Q). Do I need to register my company with the Arkansas Secretary of State?**

A). If applying as a Corporation, LLC, or LP, you are required to register the company name with the Arkansas Secretary of State (501-682-3409). We will need a copy of the Articles/Filings. If a fictitious name has been registered for this company, attach a copy of the fictitious name registration.

**Q). I am an out of state contractor; do I still need to register my company name with the Arkansas Secretary of State?**

A). Yes, before commencing work in State of Arkansas.

**Workers Compensation Insurance Questions**

**Q). Do I have to have Workers Compensation or General Liability insurance?**

A). Please contact your insurance agent or the Workers Compensation Commission to discuss what is needed for your company. If you have employees, then we will need a current certificate of coverage verifying Workers Compensation insurance. We do not require proof of general liability insurance.

**Q). Can my agent send the certificate?**

A). Yes, the certificate can be faxed to 501-372-2247 or emailed to Shelly.gross@arkansas.gov

**Commercial New Application Question on App**

**Q). On the “Applicants Information” page of the Commercial New Application, I have answered “Yes” to some of the questions. Does this disqualify me from getting a license?**

A). No, it is not an automatic disqualification. Depending upon the facts, the Board

might request more information or for someone to appear to discuss the matter. However, the failure to disclose any information can lead to the revocation of the license.

**Residential Builder New Application**

***For questions if a license is needed see General Questions FAQ’s (Commercial, Residential Builder, or Home Improvement).***

**Q). Where do I get the New Application form?**

A). The applications are available at [www.arkansas.gov/clb](http://www.arkansas.gov/clb), under Apply for a License

**Q.) What are the requirements to get a Residential Builders License?**

A). 1. Complete the Application.

1. $100.00 filing fee.
2. Three (3) written references. (See Residential Builder New Application for preprinted reference forms).
3. Copy of the Arkansas Business and Law passing test score.
4. A current compiled balance sheet less than one (1) year old. All balance sheet statements must show POSITIVE NET WORTH. A blank balance sheet can be found on our website [www.arkansas.gov/clb/forms](http://www.arkansas.gov/clb/forms), or by clicking here. A Schedule “L” from your corporation tax return may also be used.
5. If the business is a corporation of LLC a copy of the Articles of Incorporation for the company.
6. Current Worker’s Compensation insurance certificate (if there are employees).

**Q). How long does it take to get my license once the application is received?**

A). Usually a license can go before the Committee for approval within a month of our receiving a completed application. The completed application must be in this office three (3) weeks prior to a committee meeting to be reviewed. For a list of meeting dates, check our website at [www.arkansas.gov/clb](http://www.arkansas.gov/clb) . Once the application is received in our office, it must be complete within 90 days. After 90 days, another application and filing fee, etc. will be required.

**Q). Do you reciprocate with any other states?**

A). Yes. If you have had a current license in Alabama, Tennessee, Mississippi, or Louisiana for 3 years, then you can apply for a license using reciprocity. This will exempt you from taking the Arkansas Business and Law exam. You must complete all other portions of the New Application with all the required documents.

The verifying state will need to complete the reciprocal form. The form can be found at [www.arkansas.gov/clb](http://www.arkansas.gov/clb) under forms or by clicking here.

**Exam Questions**

**Q). Is an exam required?**

A). Yes, the Arkansas Business & Law exam is required or the NASCLA exam is required.

**Q.) What is the difference in the Arkansas Business and Law exam and NASCLA exam?**

A). The Arkansas Business and Law exam is only for a Contractor’s license in Arkansas. The NASCLA exam qualifies as a national exam that is accepted by many states.

**Q). How do I register to take the NASCLA exam?**

A). Contact NASCLA at (623) 587-9519

**Q). How do I register to take the Arkansas Business & Law exam?**

A). Contact Prometric

1. Call 1-888-763-0131 or visit www.experioronline.com

2. Register for **ARO4 Program name**.

3. **Exam Code 100**

4. The operator will assist you in finding the nearest Testing Center.

5. The test is administered 6 days a week (M-F 8:00 a.m. – 8:00 p.m., Sat 8:00 a.m. – 4:00 p.m.).

**Q). How do I purchase the study manual for the Arkansas Business and Law exam?**

A). You can pick up a copy at our office or you can order the manual online at www.nascla.org through the NASCLA Bookstore.

**Q). How much does it cost to take the Arkansas Business and Law exam?**

A). The amount is $80.00

**Q). How much is the study manual for the Arkansas Business & Law exam?**

A). The study manual is $50.00.

**Q). How much does it cost to take the NASLCA exam?**

A). Contact NASCLA at (623)-587-9519

**Q). Do I take the test before applying for the Residential license?**

A). The test can be taken before or after the application is submitted. No license can be issued until we receive a passing test score.

**Q). Does the testing center send the passing test score?**

A). They send the passing test scores to us once a month. Once the test is complete, they will give you the “unofficial” test score. For quicker processing time, please submit the “unofficial” test score to our office along with the name of the company that is applying for the license.

**Reference Questions**

**Q). Who can complete a Reference form?**

A). The Reference form can be completed by an individual who verify experience in the classification you are requesting. It should not be from a supplier or banker, unless they have actually observed work and can describe it. The form also cannot be completed by a family member.

**Q). Can I have someone write a reference letter?**

A). Yes, but the preprinted Reference form that is available in the application is also required.

**Registering Company Name**

**Q). What name should I apply for the license under? Sole Proprietor, Corporation, LLC, LP?**

A). Please contact your attorney or CPA to determine how to set up your company. You must perform work in the name you are licensed in.

**Q). Do I need to register my company with the Arkansas Secretary of State?**

A). If applying as a Corporation, LLC, or LP, you are required to register the company name with the Arkansas Secretary of State (501-682-3409). We will need a copy of the Articles/Filings. If a fictitious name has been registered for this company, attach a copy of the fictitious name registration.

**Q). I am an out of state contractor; do I still need to register my company name with the Arkansas Secretary of State?**

A). Yes, before commencing work in the State of Arkansas.

**Workers Compensation Insurance Questions**

**Q). Do I have to have Workers Compensation or General Liability insurance?**

A). Please contact your insurance agent or the Workers Compensation Commission to discuss what is needed for your company. If you have employees, then we will need a current certificate of coverage verifying Workers Compensation insurance. We do not require proof of general liability insurance.

**Q). Can my agent send the certificate?**

A). Yes, the certificate can be faxed to 501-372-2247 or emailed to Shelly.gross@arkansas.gov

**Q). On the “Applicants information page of the Residential Builders New Application, I have answered “Yes” to some of the questions. Does this disqualify me from getting a license?**

A). No, it is not an automatic disqualification. Depending upon the facts, the Committee might request more information or for someone to appear to discuss the matter. However, the failure to disclose any information can lead to the revocation of the license.

**Residential Remodeler New Application**

***For questions if a license is needed see General Questions FAQ’s (Commercial, Residential Builder, or Home Improvement).***

**Q). Where do I get the New Application form?**

A). The applications are available at [www.arkansas.gov/clb](http://www.arkansas.gov/clb), under Apply for a License

**Q). What are the requirements to get a Residential Remodeler License?**

A). 1. Complete the Application

 2. $50.00 filing fee.

 3. Three (3) written references. (See Residential Remodelers New Application for preprinted reference forms).

 4. Copy of the Arkansas Business and Law passing test score.

 5. If applying for an “Unlimited” license, a current compiled balance sheet less than one (1) year old. All balance sheet statements must show POSITIVE NET WORTH. A blank balance sheet can be found on our website [www.arkansas.gov/clb/forms](http://www.arkansas.gov/clb/forms), or by clicking here. A Schedule “L” from your corporation tax return may also be used.

 6. If the business is a corporation of LLC a copy of the Articles of Incorporation for the company.

 7. If applying for an “Unlimited” license, current Worker’s Compensation insurance certificate (if there are employees).

***For questions if a license is needed see General Questions FAQ’s (Commercial, Residential Builder, or Home Improvement).***

**Q). What is the difference between a “Unlimited” license verse a “Limited” license?**

**A).** An “Unlimited”license means you can do residential home improvement projects of any size. A “Limited” license means you can ONLY do residential home improvement projects that are less than $50,000 including, but not limited to, labor and material.

**Q). How long does it take to get my license once the application is received?**

**A).** Usually a license can go before the Committee for approval within a month of our receiving a completed application. The completed application must be in this office three (3) weeks prior to a committee meeting to be reviewed. For a list of meeting dates, check our website at [www.arkansas.gov/clb](http://www.arkansas.gov/clb) . Once the application is received in our office, it must be complete by 90 days. After 90 days, another application and filing fee, etc. will be required.

**Q). Do you reciprocate with any other states?**

A). Yes. If you have had a current license in Alabama, Tennessee, Mississippi, or Louisiana for 3 years, then you can apply for a license using reciprocity. This will exempt you from taking the Arkansas Business and Law exam. You must complete all other portions of the New Application with all the required documents.

The verifying state will need to complete the reciprocal form. The form can be found at [www.arkansas.gov/clb](http://www.arkansas.gov/clb) under forms or by clicking here.

**Q). Is an exam required?**

A). Yes, the Arkansas Business & Law exam is required or the NASCLA exam is required.

**Q.) What is the difference in the Arkansas Business and Law exam and NASCLA exam?**

A). The Arkansas Business and Law exam is only for a Contractor’s license in Arkansas. The NASCLA exam qualifies as a national exam that is accepted by many states.

**Q). How do I register to take the NASCLA exam?**

A). Contact NASCLA at (623) 587-9519

**Q). How do I register to take the Arkansas Business & Law exam?**

A). Contact Prometric

1. Call 1-888-763-0131 or visit www.experioronline.com

2. Register for ARO4 Program name.

3. Exam Code 100

4. The operator will assist you in finding the nearest Testing Center.

5. The test is administered 6 days a week (M-F 8:00 a.m. – 8:00 p.m., Sat 8:00 a.m. – 4:00 p.m.).

**Q). How do I purchase the study manual for the Arkansas Business and Law exam?**

A). You can pick up a copy at our office or you can order the manual online at www.nascla.org through the NASCLA Bookstore.

**Q). How much does it cost to take the Arkansas Business and Law exam?**

A). $80.00

**Q). How much is the study manual for the Arkansas Business & Law exam?**

A). The study manual is $50.00.

**Q). How much does it cost to take the NASLCA exam?**

A). Contact NASCLA at (623)-587-9519

**Q). Do I take the test before applying for the Residential license?**

A). The test can be taken before or after the application is submitted. No license can be issued until we receive a passing test score.

**Q). Does the testing center send the passing test score?**

A). They send the passing test scores to us once a month. Once the test is complete, they will give you the “unofficial” test score. For quicker processing time, please submit the “unofficial” test score to our office along with the name of the company that is applying for the license.

**Reference Questions**

**Q). Who can complete a Reference form?**

A). The Reference form can be completed by an individual who verify experience in the classification you are requesting. It should not be from a supplier or banker, unless they have actually observed work and can describe it. The form also cannot be completed by a family member.

**Q). Can I have someone write a reference letter?**

A). Yes, but the pre printed Reference form that is available in the application is also required.

**Registering Company Name**

**Q). What name should I apply for the license under? Sole Proprietor, Corporation, LLC, LP?**

A). Please contact your attorney or CPA to determine how to set up your company. You must perform work in the name you are licensed in.

**Q). Do I need to register my company with the Arkansas Secretary of State?**

A). If applying as a Corporation, LLC, or LP, you are required to register the company name with the Arkansas Secretary of State (501-682-3409). We will need a copy of the Articles/Filings. If a fictitious name has been registered for this company, attach a copy of the fictitious name registration.

**Q). I am an out of state contractor; do I still need to register my company name with the Arkansas Secretary of State?**

A). Yes, before commencing work in the state of Arkansas.

**Workers Compensation Insurance Questions**

**Q). Do I have to have Workers Compensation or General Liability insurance?**

A). Please contact your insurance agent or the Workers Compensation Commission to discuss what is needed for your company. If you are applying for an unlimited license and have employees, then we will need a current certificate of coverage verifying Workers Compensation insurance. We do not require proof of general liability insurance.

**Q). Can my agent send the certificate?**

A). Yes, the certificate can be faxed to 501-372-2247 or emailed to Shelly.gross@arkansas.gov

**Residential Remodeler New Application Question on the Application**

**Q). On the “Applicants Information” page of the Residential Remodelers New Application, I have answered “Yes” to some of the questions. Does this disqualify me from getting a license?**

A). No, it is not an automatic disqualification. Depending upon the facts, the Committee might request more information or for someone to appear to discuss the matter. However, the failure to disclose any information can lead to the revocation of the license.

**Home Improvement New Application Questions**

***For questions if a license is needed see General Questions FAQ’s (Commercial, Residential Builder, or Home Improvement).***

**Q). Where do I get the New Application form?**

A). The applications are available at [www.arkansas.gov/clb](http://www.arkansas.gov/clb), under Apply for a License

**Q.) What are the requirements to get a Home Improvement License?**

**Q.) What are the requirements to get a Residential Remodeler License?**

A). 1. Complete the Application.

1. $50.00 filing fee.
2. Select Specialty(s) -The type of work for which you are requesting a license
3. Experience. The experience information must show experience for the specialties being requested. If seeking multiple specialties, it may be necessary to provide information on more than one project. A Specialty will not be included on your license if you do not provide proof of experience for that specialty.
4. If applying for an “Unlimited” license, a current compiled balance sheet less than one (1) year old. All balance sheet statements must show POSITIVE NET WORTH. A blank balance sheet can be found on our website [www.arkansas.gov/clb/forms](http://www.arkansas.gov/clb/forms), or by clicking here. A Schedule “L” from your corporation tax return may also be used.
5. If the business is a corporation of LLC a copy of the Articles of Incorporation for the company.
6. If applying for an “Unlimited” license, current Worker’s Compensation insurance certificate (if there are employees).

**Q). What is the difference between a “Unlimited” license verse a “Limited” license?**

**A).** An “Unlimited”means you can do residential home improvement projects of any size. A “Limited” license means you can ONLY do residential home improvement projects that are less than $50,000 including, but not limited to, labor and material.

**How long does it take to get my license once the application is received?**

**A).** Usually a license can go before the Committee for approval within a month of our receiving a completed application. The completed application must be in this office three (3) weeks prior to a committee meeting to be reviewed. For a list of meeting dates, check our website at [www.arkansas.gov/clb](http://www.arkansas.gov/clb) . Once the application is received in our office, it must be complete within 90 days. After 90 days, another application and filing fee, etc. will be required.

**Exam Question**

**Q). Is an exam required?**

A). No, an exam is NOT required for a Limited or Unlimited Home Improvement License; however, by signing the application you certify that you have read and understand all the information provided on Home Improvement Test Information page.

**Reference Questions**

**Q). Can I have someone write a reference letter?**

A). Yes, but the preprinted experience page in the application is also required.

**Registering Company Name**

**Q). What name should I apply for the license under? Sole Proprietor, Corporation, LLC, LP?**

A). Please contact your attorney or CPA to determine how to set up your company. You must perform work in the name you are licensed in.

**Q). Do I need to register my company with the Arkansas Secretary of State?**

A). If applying as a Corporation, LLC, or LP, you are required to register the company name with the Arkansas Secretary of State (501-682-3409). We will need a copy of the Articles/Filings. If a fictitious name has been registered for this company, attach a copy of the fictitious name registration.

**Q). I am an out of state contractor; do I still need to register my company name with the Arkansas Secretary of State?**

A). Yes, before commencing work in the State of Arkansas.

**Workers Compensation Insurance Questions**

**Q). Do I have to have Workers Compensation or General Liability insurance?**

A). Please contact your insurance agent or the Workers Compensation Commission to discuss what is needed for your company. If you have employees, and you are applying for an Unlimited License, then we will need a current certificate of coverage verifying Workers Compensation insurance. We do not require proof of general liability insurance.

**Q). Can my agent send the certificate?**

A). Yes, the certificate can be faxed to 501-372-2247 or emailed to Shelly.gross@arkansas.gov

**Home Improvement New Application Question on App**

**Q). On the “Applicants Information” page of the Home Improvement New Application, I have answered “Yes” to some of the questions. Does this disqualify me from getting a license?**

A). No, it is not an automatic disqualification. Depending upon the facts, the Committee might request more information or for someone to appear to discuss the matter. However, the failure to disclose any information can lead to the revocation of the license.