Subcontractor Registration Commercial

State of Arkansas Contractors Licensing Board

$100.00 Filing Fee - NON-REFUNDABLE / NON-TRANSFERABLE

MAIL 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 Subcontractor Registration

IMPORTANT INFORMATION ABOUT SUBCONTRACTOR REGISTRATION:

1. A Registered Contractor is **NOT a licensed contractor**. It is a violation of the law for a Registered Contractor to perform a project for which a license is required.

2. A Registered Contractor may work as a SUBCONTRACTOR to a properly LICENSED contractor.

3. A Registered Contractor may not perform work as a Prime Contractor on a project for which a license is required.

4. A Registered Contractor will have to renew their registration yearly.

Subcontractor Registration Instructions / Checklist

- **A completed application must be received, with the appropriate fee (all fees are non-refundable) before it can be considered.**
- **Once the application is received in our office, it must be completed within 90 days.**
- **After 90 days, another application and filing fee will be required.**

1. $100.00 filing fee made payable to the Contractors Licensing Board. (**Fees are NON-REFUNDABLE / NON-TRANSFERABLE**)

2. Complete Application-Pages 4, 7, 8, and 9 (if applicable).

3. Complete pages 5 and 6 by circling the classification(s) for which the contractor is registering. **Note that by completing the Affidavit (page 8) the applicant is certifying that they have the proper education, experience, training, skills and financial ability to perform the type of work for which it is registering.

   If the contractor is registering for a classification which requires an Arkansas trade license, registration, or certificate, a copy of that trade license, registration, or certification must be submitted.

4. Fully executed $10,000.00 Contractor's Bond that must be signed by the Principal along with the title and Federal ID#. Please refer to pages 11 & 12 for more information about the bond.

5. **If the applicant has one or more employees:** You must have Worker's Compensation insurance coverage.

6. Remit documentation from your entity's Secretary of State's office showing that the Corporation, LLC, Partnership, LP, or LLP is in good standing with said Secretary of State.

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

Filing Fee: $ _____ ID#: _____

Subcontractor Registration Application

PRINT NAME OF COMPANY OR NAME (IF APPLYING AS A SOLE PROPERIORSHIP) AS YOU WISH FOR IT TO APPEAR ON THE REGISTRATION. 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 REGISTRATION.

ANSWER ALL OF THE FOLLOWING QUESTIONS:

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

SOLE PROPRIETORSHIP CORPORATION LLC PARTNERSHIP LP LLP

Corporation Name, LLC Name, Partnership Name, LP Name, LLP Name as listed with Secretary of State's office / Sole Proprietorship:

_____

Fictitious Name / D/B/A Name: _____
(If Applicable & as listed with Secretary of State's office)

List the Federal ID# / EIN _____

Mailing Address _____ City _____

State _____ Zip Code _____ County/Parish _____

Company Phone _____ Fax _____

Company E-mail _____

Information on person to contact with any questions regarding this application request:

Name: _____

Phone#: _____

Email Address: _____

Effective Date 10/2020 (Subcontractor Registration)

CLASSIFICATIONS

Please "circle" the specialty classification(s) being requested.

By circling a classification, the applicant certifies that it has the proper education, experience, training, skills and financial ability to perform the type of work for which it is registering.

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

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
Drywall
** Electrical
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

CLASSIFICATIONS (Continued from page 5) - **Requires a Arkansas Trade License or Certification

Piping, Process Piping, Valve Repair
Plant Maintenance
Plating & Waste Treatment Systems
** Plumbing
Pneumatic Tube Systems
Pollution, Air & Dust Control, Blower & Exhaust Systems
Poultry & Swine Electrical
Poultry & Swine Houses
Poultry (HVACR)
Precipitators
Railroad Construction & Related Items
Rebar
** Refrigeration, Cold Storage
Remediation
Remodeling, Renovations, Restoration, Alterations
Retaining Walls
Right of Way Clearing
Roofs, Roof Decks, Roofing Sheet Metal
Sandblasting, Hydroblasting, Dry Ice Blasting
Scaffolding
Scales
** Septic Tank Installation & Repair
Security, Banking, Detention Equipment
(Bars & safety no certificate needed)
Service Station Equipment
** Sheet Metal, Ducts, Ventilation
Siding, Soffit, Facia, Gutters
** Signal or Burglar Alarms, Fire Detection & Monitoring Systems
Skylights
Solar Systems
Special Coatings or Applications, Caulking, Waterproofing
Sport & Recreational Surfaces
** Sprinklers, Fire Protection
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
** Underground Storage Tanks
Water and Sewer Lines
Water Lines Associated with Fire Protection
** Water Wells
Wind Turbines

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

1. Asbestos (call 501-682-0718)
2. Boiler Construction & Repair (call 501-682-4513)
3. Electrical (call 501-682-4549)
4. Elevators, Escalators, Dumbwaiters, Chairlifts (call 501-682-4530)
5. Gas Fitter (call 501-661-2642)
6. HVACR (call 501-682-9201)
7. Landscaping w/Planting (call 501-225-1598)
8. Lead Abatement (call 501-671-1472)
9. Plumbing (call 501-661-2642)
10. Refrigeration, Cold Storage (call 501-682-9201)
11. Septic Tank Installation & Repair (call 501-661-2171)
12. Sheet Metal, Ducts, Ventilation (call 501-682-9201)
13. Signal or Burglar Alarms, Fire Detection & Monitoring Systems (call 501-618-8600)
14. Sprinkler, Fire Protection (call 501-661-7903)
15. Underground Storage Tanks (call 501-682-0993)
16. 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 # _____
Position held with this company, check one: _____ Sole Owner
_____ Full time paid employee
_____ Officer, member, or partner of the company and is actively involved in the day to day operations

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

If a Sole Proprietorship:

Please list full name (w/ middle initial) of the following:

Individual _____ SSN _____

If a Corporation:

Please list full name (w/ middle initial) of the following:

President _____ SSN _____
Vice-President _____ SSN _____
Secretary _____ SSN _____
Treasurer _____ SSN _____

ALL….

List *"anyone"* who owns 10% or more interest in the entity requesting a registration.

- **If the *"anyone"* is an individual, please print full name (w/middle initial) and Social Security number.**
- **If the *"anyone"* is a Corporation or LLC, please list the Federal ID number.**

Name_____ SSN / EIN_____

Name_____ SSN / EIN _____

Name_____ SSN / EIN _____

Name_____ SSN / EIN _____

Name_____ SSN / EIN _____

Name_____ SSN / EIN _____

Name_____ SSN / EIN _____

Name_____ SSN / EIN _____

Name_____ SSN / EIN _____

Name_____ SSN / EIN _____

APPLICANT INFORMATION

***Note**: For the purpose of the following questions 1-4, "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. Does this applicant have one or more employees?

Yes___ No___ 2. Does the applicant have Workers Compensation Insurance?

Answering "yes" to any of the following questions will not automatically disqualify you for a subcontractor registration.

Yes___ No___ 3. 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 9) for each offense.**

Yes___ No___ 4. 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.**

AFFIDAVIT

(Corporation, LLC, Partnership, LP, LLP, Sole Proprietorship)

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 contractor registering has the appropriate education, experience, training, skills and financial ability to perform the type of work for which it is registering.
- All statements contained within this registration application, including attachments are true and correct.
- Any agency of the State of Arkansas is authorized to release to the Contractors Licensing Board, 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.
- Understand that a Registered Contractor is NOT a LICENSED CONTRACTOR.

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

Complete this form ONLY if "yes" was answered to question #3 on page 8

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. The crime in question: _____

4. The date of the conviction: _____

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

6. The sentence: _____

_____

_____

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

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

_____

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

_____

10. Written explanation as to what occurred: _____

_____

_____

_____

_____

_____

_____

INSTRUCTIONS FOR ARKANSAS $10,000 CONTRACTORS "SURETY" BOND

** All Registered Subcontractors are required to have this bond filed with the Board. **

MAIL COMPLETED "ORIGINAL" BOND, POWER OF ATTORNEY, AND AR INSURANCE LICENSE TO THE BOARD AT: Contractors Licensing Board, 4100 Richards Road, North Little Rock, AR 72117

AGENTS:

Only this prescribed form will be accepted. (Any alterations must have prior approval from the Contractors Licensing Board)

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.
****A copy of "Arkansas Insurance License" must be attached,** as this will speed up the process of the bond being processed.****

IF issued by Direct Underwriter:

The bond may be executed solely by the "Surety" company. An underwriter that **"works directly" for the "Surety" need only sign the "bottom left" 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**" **exactly** as registered with the Secretary of State, this name is how all bids and work are to be performed. (Any other name could constitute a possible violation)

****The Board will only receive the "Original Bond" with Power of Attorney, AR insurance license, with all "Principal", Surety and Agency/Agent information completed (**unless a direct underwriter**), otherwise the bond could be rejected.****

Any change in the Federal ID# requires a new bond be executed. Any change in company name will require other documentation, ****please call for instructions first**.

For questions regarding this bond, contact Michelle Spoor at 501-371-1506 or **michelle.spoor@arkansas.gov**.

$10,000 Surety Bond

(Required by A.C.A. § 17-25-401)

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

A copy of that Arkansas Insurance License "must" be attached

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, _____

Principal's Company Name exactly as filed with the Secretary of State or will appear on the Contractors License

_____

Principal Business Address City State Zip Code Phone Number

as Principal, and **Surety's Name**:_____

_____

Surety Address City State Zip Code Phone Number

as surety, 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).

Agents: Please attach a copy of the Arkansas Insurance License

*******CONTRACTOR.....***
*****The below section must be Signed, Titled, and the EIN listed*****

_____
Company Name of Agency/Broker/Producer
("Exactly" as it appears on the AR insurance license)

_____
Principal's Signature
(Must be an Owner, Officer, Partner, Member)

_____
Mailing Address (of Agency/Broker/Producer)

_____
Title - (Ex: Owner, Officer, Partner, Member)

_____
City/State/Zip Code **Phone Number**

_____
Principal's Federal ID#

_____
****Agent's/Broker's/Producer's Signature****

_____
Power of Attorney Signature
or "Surety" Signature – ☐ IF Direct Underwriter

"ORIGINAL" SIGNED, AND PROPERLY EXECUTED BOND, POWER OF ATTORNEY, & COPY OF ARKANSAS INSURANCE LICENSE ARE TO BE FILED WITH THE BOARD AT: Contractors Licensing Board or CLB, 4100 Richards Road, North Little Rock, AR, 72117

CHECKLIST OF HELPFUL NUMBERS

FOR CONTRACTORS PLANNING TO OPERATE IN THE STATE OF ARKANSAS

THE FOLLOWING IS A LIST OF REGULATORY AGENCIES TO WHICH YOU COULD BE RESPONSIBLE WHILE DOING BUSINESS IN THE STATE OF ARKANSAS.

CONTRACTORS LICENSE	(501) 372-4661	www.arkansas.gov/clb
ONLINE DIRECTORY	(501) 682-3000	www.arkansas.gov/directory
CORPORATE FRANCHISE TAX	Secretary of State (501) 682-3409	
INDIVIDUAL INCOME TAX	(501) 682-1100	
CORPORATE INCOME TAX	(501) 682-4775	
SALES & USE TAXES	(501) 682-7104	
UNEMPLOYMENT COMPENSATION	(501) 682-2121 or (855) 225-4440	
WORKERS COMPENSATION	(501) 682-3930 or (800) 250-2511	
LABOR STANDARDS	(501) 682-4501	
****ASBESTOS**	(501) 682-0718	www.adeq.state.ar.us
****BOILER CONSTRUCTION & REPAIR**	(501) 682-4513	www.labor.arkansas.gov
****ELECTRICAL**	(501) 682-4549	www.labor.arkansas.gov
****ELEVATORS, ESCALATORS, DUMBWAITERS, CHAIRLIFTS**	(501) 682-4530	www.labor.arkansas.gov
****GAS FITTER**	(501) 661-2642	www.healthy.arkansas.gov
****HVACR**	(501) 682-9201	www.labor.arkansas.gov
****LANDSCAPING w/PLANTING**	(501) 225-1598	www.aad.arkansas.gov
****LEAD ABATEMENT**	(501) 671-1472	www.healthy.arkansas.gov
****PLUMBING**	(501) 661-2642	www.healthy.arkansas.gov
****REFRIGERATION, COLD STORAGE**	(501) 682-9201	www.labor.arkansas.gov
****SEPTIC TANK INSTALLATION & REPAIR**	(501) 661-2171	www.healthy.arkansas.gov
****SHEET METAL, DUCTS, VENTILATION**	(501) 682-9201	www.labor.arkansas.gov
****SIGNAL or BURGLAR ALARMS, FIRE DETECTION & MONITORING SYSTEMS**	(501) 618-8600	www.asp.arkansas.gov
****SPRINKLERS, FIRE PROTECTION**	(501) 661-7903	www.arfireprotection.org
****UNDERGROUND STORAGE TANKS**	(501) 682-0993	www.adeq.state.ar.us
***WATER WELLS**	(501) 682-3900	www.awwcc.arkansas.gov

PLEASE NOTE: This list may not include all the State Regulatory Offices, which you might need to contact. You should contact your accountant or attorney as to any other agencies which you may need to contact due to the special nature of your business.

**Requires proof of appropriate certification/licensure before the Contractors Licensing Board will approve the classification(s). Performing any of the following type projects without the appropriate certificate/license from the agency in question may be in violation of that agency's law. Performing any of these type projects without the specific classification from the Contractors Licensing Board may be in violation of the Contractors Licensing law.

Revised 10/2020