

Temporary Commercial Licensing Application



State of Arkansas Contractors Licensing Board

Application Fees are Non-Refundable/Non-Transferable

CONTRACTORS LICENSING BOARD
4100 RICHARDS ROAD
NORTH LITTLE ROCK, ARKANSAS 72117
Main Phone# (501) 372-4661 / Fax# (501) 372-2247 / Email: contractors.licensing.board@arkansas.gov
Web Site: www.arkansas.gov/clb

If you don't meet the following requirements, then STOP....

1. This application is for contractors that have a current STATE contractor license OR can provide references (on attached reference forms) showing experience for the classification(s) requested.
2. A temporary license will **only be valid for 90 days once issued** and CANNOT be reapplied for, renewed, or reinstated.
3. This temporary license will allow applicants, 90 days from the date of issuance to complete all licensing requirements for a contractor license that will be renewable. (See the Commercial New Application)
4. Under the temporary license the job must be completed within the 90 days from the date of issuance or a contractor license that will be renewable must be valid. (See the Commercial New Application)

The following must be submitted together in order to apply for this temporary license.

1. Copy of current STATE contractor license(s) from another state or 3 completed reference forms (see attached reference forms on pages 4, 5, and 6) showing experience in the classification(s) requested. Reference forms must be **signed within 90 days** of date new application received in our office.
2. \$100 Filing Fee (check or money order only – payable to Contractors Licensing Board)
3. Complete Questions 1-7 on page 2.
4. Complete page 3. (See boxed section regarding Arkansas Trade License/Certificate that must be obtained before applying for the Arkansas temporary contractor license.)
5. Complete and sign the Affidavit on page 7.
6. Required financial statement. (See Financial Requirements below)
7. Fully executed \$10,000.00 Contractor's Bond, that **must be in Principal Name & EIN, as registered with the IRS.**
8. If applying other than an individual, remit a copy of your entity's Secretary of State information showing that the company is currently registered. If applying with a d/b/a, also remit a copy of that registration.

Financial Requirements –

- To apply for a **RESTRICTED Commercial License**, (projects that are less than \$750,000 including, but not limited to, labor and materials), remit a **Compiled** financial statement from a CPA (CPA cannot be an in-house CPA) that is less than a year old. The financial statement must include the CPA's report letter and the balance sheet prepared in accordance with GAAP or Income Tax Basis (Accrual Method). Refer to Rules Act 150 (224-25-6). One half (1/2) of the net worth requirement for the classification(s) requested must be CASH in the bank and cannot be a stockholder note to the company or receivables.
- To apply for a **Unrestricted Commercial License**, (projects of any size), remit a **Reviewed or Audited** financial statement from a CPA (CPA cannot be an in-house CPA) that is less than a year old. The financial statement must include the CPA's audited opinion letter or review report page, balance sheet prepared in accordance with GAAP or Income Tax Basis (Accrual Method), and the notes to the balance sheet. Refer to Rules Act 150 (224-25-6). One half (1/2) of the net worth requirement for the classification(s) requested must be CASH in the bank and cannot be a stockholder note to the company or receivables.
- 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.**

For office use only:

Arkansas Contractors Licensing Board

Temporary Commercial License

\$100 – Ck/MO# _____

ID# _____

(For office use only)

Restricted Unrestricted

- Does the business hold a current STATE contractor license outside of Arkansas?
 ___ NO If no, you **must submit references forms (see pages 4, 5, and 6)**.
 ___ YES If yes, attach a copy of license(s) from another state.

- Legal Company/Individual Name Exactly as requesting to be licensed:

(Name must be exactly as it reads on the out of state contractor license).

- IF applicable** - Doing Business As (D/B/A) or Fictitious Name:

(Name must be exactly as it reads on the out of state contractor license).

- EIN/Federal ID#: _____

- Mailing Address: _____

City: _____ State: _____ Zip Code: _____

- Contact Information:**

Company Phone# _____

Fax# _____

Company Email Address _____

Contact Person _____

- Below complete Information: **(Please be sure to put middle initial in names)**

Sole Proprietorship Data:

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

Individual _____ SSN _____

***If you are applying as an individual/sole proprietor, you may qualify for an initial fee waiver under the "Workforce Expansion Act of 2021". To see if you qualify visit our website at www.arkansas.gov/club. Click on the Workforce Expansion Act of 2021 link to see the list of waiver requirements and waiver form. If you do qualify please complete the form and return it with your completed application packet.

If applying as a Corporation, etc. (please put middle initial in names):

President: _____ SSN: _____

Vice-President: _____ SSN: _____

Secretary: _____ SSN: _____

Treasurer: _____ SSN: _____

List anyone/corporation that owns 10% or more interest in the entity requesting a license:

Name: _____ SSN or EIN: _____

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List the type of work you propose to perform as a License Contractor in the State of Arkansas (**BE SPECIFIC**). Understand that if applying for any classification that requires an Arkansas Trade License/Certificate then that trade license must be obtained first before a Temporary Contractor License can be issued (see box below for phone numbers to the Arkansas Trade/Certificate Boards).

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

1. Asbestos (call 501-682-0744)
2. Boiler Construction & Repair (call 501-682-4553)
3. Electrical (501-682-4548)
4. Elevator, Escalators, Dumbwaiters, Chairlifts (501-682-4538)
5. Gas Fitter (501-661-2642)
6. HVACR (501-683-5475)
7. Landscaping with planting (501-225-1598)
8. Lead Abatement (501-671-1472)
9. Plumbing (501-661-2642)
10. Refrigeration, Cold Storage (501-682-9201)
11. Septic Tank Installation & Repair (501-648-5446)
12. Sheet Metal, Ducts, Ventilation (501-682-9201)
13. Signal or Burglar Alarms, Fire Detection & Monitoring Systems (501-618-8600)
14. Sprinkler, Fire Protection (501-661-7903)
15. Underground Storage Tanks (501-682-0993)
16. Water Wells (501-682-3900)

Complete the following section for each person that holds an Arkansas trade license/certificate (if more than one then make a copy of this form for each person).

Name: _____ Social Security #: _____

How long has this individual been with this company? _____

Position they hold with is company, check one: _____ Sole Owner
_____ Full Time Paid Employee
_____ Officer, member, or partner of this company
and is actively involved in the day to day
operations of this company

REFERENCE

(The individual giving the reference, not the person applying for the Arkansas Contractor's License, must complete this form and complete it legibly.)

APPLICANT NAME & ADDRESS as shown on application

(GIVE DETAILED ANSWERS)
THE PURPOSE OF THIS FORM IS TO VERIFY
WORK EXPERIENCE, NOT CREDIT HISTORY.

1. 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!!!**
2. If this is a new company, or you are giving a reference for an employee of a company, list the individual you are verifying work experience for: _____
3. _____ To your personal knowledge, how long has the company or individual been performing the type of work listed in this reference?
4. List the type of work this company or individual has completed of which you have firsthand knowledge. Please state if the work is New Construction, Addition to Existing Structure, Etc. (be specific)

5. List specific projects this company or individual has completed of which you have firsthand knowledge. Please state if the work is New Construction, Addition to Existing Structure, Etc. Please be specific including the name of the project(s), dollar amount of the project(s), square feet of the project(s), and approximate date of the project(s).

6. Yes ___ No ___ Are you aware of any project that this company or individual has failed to complete? If yes, explain.

7. In your own words describe this company or individual's overall performance and ability to meet the customers' needs.

8. Yes ___ No ___ Would you recommend this company or individual to be a licensed contractor? If no, please explain.

9. Yes ___ No ___ Are you aware of any incidences where this company or individual has failed to pay for materials, failed to pay employees or subcontractors? If yes, please provide details.

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

(The individual giving the reference, not the person applying for the Arkansas Contractor's License, must complete this form and complete it legibly.)

APPLICANT NAME & ADDRESS as shown on application

(GIVE DETAILED ANSWERS)
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 3. _____ To your personal knowledge, how long has the company or individual been performing the type of work listed in this reference?
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Signature _____

Date _____

Phone No. _____

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If yes, you are not eligible to complete this form. **STOP!!!**
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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. _____

AFFIDAVIT

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

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

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 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.

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

Instructions for Arkansas' \$10,000 SURETY Bond

**** All Unrestricted or Restricted Commercial Contractors are required to have this bond filed with the Board to have a valid license. ****

AGENTS: (Bond must have Contractors - Company Name and its EIN)

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.

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 left line and indicate that you're a direct underwriter.

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

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## **CONTRACTORS:**

**Principal Company Name** and **EIN** must appear on the bond, **exactly** as registered with the **IRS**. 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.

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 our office at 501-372-4661 or [contractors.licensing.board@arkansas.gov](mailto:contractors.licensing.board@arkansas.gov)



