



# **NASCLA STATES APPLICATION GUIDE**

# TABLE OF CONTENTS

<b>APPLICATION PROCESSING FEES</b> .....	1
<b>ALABAMA</b> .....	1
<b>ARKANSAS</b> .....	1
<b>GEORGIA</b> .....	1
<b>LOUISIANA</b> .....	1
<b>MISSISSIPPI</b> .....	1
<b>NEVADA</b> .....	1
<b>NORTH CAROLINA</b> .....	1
<b>OREGON</b> .....	1
<b>SOUTH CAROLINA</b> .....	1
<b>VIRGINIA</b> .....	1
<b>WEST VIRGINIA</b> .....	1

## APPLICATION PROCESSING FEES

Application	Price
Florida State Div I	\$450
Florida State Div II	\$350
Florida State Electrical	\$595
Florida County	\$200
Palm Beach County	\$400
<b>Other States - Construction Only</b>	
Alabama	\$450 \$500 with Organizational Chart
<del>Arizona</del>	<del>N/A</del>
Arkansas	\$450
Georgia	\$450
Louisiana	\$450
Mississippi	\$350
Nevada	\$600
North Carolina	\$200
Oregon	\$450
South Carolina - Residential	\$200
South Carolina - Commercial	\$250
<del>Tennessee</del>	<del>N/A</del>
<del>Utah</del>	<del>N/A</del>
Virginia	\$450
West Virginia	\$200

# ALABAMA

## **\$450 – APPLICATION PROCESSING FEE \$500 – IF THEY NEED AN ORGANIZATIONAL CHART**

### **Experience and Requirements:**

- 3 years' experience verified by "experience reference pages" from application
- \$10K minimum net worth for the lowest bid authorization. You can start at a higher bid authorization if you have a higher net worth.

### **Items needed from client:**

1. A Cashier's Check or Money Order payable to AL Licensing Board for General Contractors in the amount of \$300
2. Proof of liability insurance with AL Licensing Board for General Contractors listed as the certificate holder
3. Proof of citizenship (Driver's License, SSN Card, Birth certificate, whatever you give a job to start working there with your I9 form)
4. A financial statement prepared by a CPA or LPA
5. Three Experience Reference Pages prepared and signed by someone who supervised the applicant's work. We will still have to list individual projects on the application, so whatever we submit in the application, the experience reference page should match whatever we put down for projects.
6. Signature Page Notarized (need this mailed to me)
7. Org chart for the business. We can do this for a fee, or they can do it themselves. There are free apps online, but it is currently unknown how to make an org chart for a single guy running his own business.

# ARKANSAS

## \$450 – APPLICATION PROCESSING FEE

### Items needed from client:

1. \$100 check or money order payable to Contractor's Licensing Board
2. Three Experience reference forms as provided in the application. They must be completed by people the applicant worked for.
3. Fully executed, original Contractor's Bond with power of attorney in the amount of \$10K. It MUST be the original document.
4. A compiled or reviewed financial statement prepared by a CPA. If it's a limited license, they need a compiled report. If it's unlimited, it has to be reviewed and audited. The net worth requirement must be \$50K of which half must be cash in the bank
  - a. A bond may be submitted in lieu of the financial statement if they don't have \$50K (template included in application)
5. Worker's Comp insurance

# GEORGIA

## \$450 – APPLICATION PROCESSING FEE

It can get very sticky if the applicant has any background criminal issues, resolved or not. They have to provide sealed letters from sheriff offices. Applications need to be sent out in specific 9x12 manila envelopes.

### **Items needed from client:**

1. Signed and Notarized original page of application. (Mail me the originals)
2. Letter of Authority from Secretary of State (downloadable on the website, I called the SOS and figured out how to get it)
3. Signed and notarized Project Reference Affidavit for at least 1 commercial (or residential, depending on license) project worked on from start to finish completed within the past 5 years. (Mail me the originals)
4. Signed and notarized employment affidavit from any employer we list in the Job Experience page. (Mail me the originals)
5. A signed current certificate of insurance with a minimum coverage of \$500K per occurrence. They can get this from their insurance people.
6. Clear pics of their driver's license and SSN card/birth certificate for citizenship purposes. Basically whatever they provide to any job to prove they're a US Citizen.
7. Official, unsealed transcripts if using a 4 year construction degree to offset experience or a copy of the DD 214 for military experience. If they open the envelope the transcripts come in, they're no longer valid. Learned this one the hard way personally. Mail me the original, unsealed transcripts, email me the DD 214.
8. A check or money order for \$200 made payable to "State Licensing Board for Residential and General Contractors" on the "TO" line.

### **The State has these requirements for licensure:**

1. 1-4 years of experience (depending on if you have military or college) demonstrated by providing employer information.
2. 2 years coordinating multiple trades (2 or more)
3. 1 year of administrative, marketing, accounting, estimating, drafting, engineering, or "back office" experience
4. You have to check off a box attesting to your business having a minimum net worth of \$150K. *They don't ask for proof HOWEVER they could face stiff penalties if they say they have it and they don't and get caught.*
5. Background issues.....if the client has ever been charged with, arrested for, pled no contest to, or otherwise been implicated at any point in any misdemeanor or felony, regardless of final adjudication, they will have to provide the following
  - a. Certified Copies from the courthouse showing the arrest/ticketing, disposition documents, and conviction/sentencing docs (if applicable).
  - b. A signed letter of explanation for each offense which I can help with if they get me the paperwork and are open with me about their past. If they feel embarrassed having to go into detail, reassure them they're dealing with a professional who has experience with courts, legalese, and lawyers.
  - c. IF APPLICABLE – If the client has ever been or is currently on probation or parole, they need to get a letter from their probation/parole officer on letterhead regarding their status or completion.
  - d. They're not looking for traffic or speeding tickets, but they are looking for stuff like DUI/DWI, theft, drugs, etc.

# LOUISIANA

## \$450 – APPLICATION PROCESSING FEE

### **Experience and Requirements:**

The NASCLA exam can be used for residential or commercial in LA (Residential Contractors Must be Written with 2 or more Homes.)

\* No Experience Requirements for the Commercial Applicant

### **Items needed from client:**

1. Articles of Incorporation/Organization for the business. These are not readily available from the LA Secretary of State site.
2. Financial Statement Affidavit on the form provided. It must be prepared by an accountant, CPA, or bookkeeper. They must have at least \$10K in assets
3. If they're a commercial contractor, they don't need to provide proof of insurance and worker's comp. If they're a residential contractor, they need to provide proof of insurance and worker's comp.
4. The application review fee is determined by a schedule in the back of the application. It can be paid by credit/debit card. Checks or Money Orders should be payable to "LSLBC"

# MISSISSIPPI

## \$350 – APPLICATION PROCESSING FEE

### Experience Requirements:

1. There really isn't a minimum experience requirement. You just need to provide at least 3 jobs that are equal to the type of license you want. Of course, more than 3 is better, and if the applicant wants to build office buildings, he can't submit homes as experience. Like for like.
2. Can't pass the law exam but your buddy can? GOOD NEWS! YOU CAN BOTH QUALIFY THE BUSINESS! You can have one qualifier pass the trade and the other one pass the law and business exam, or pass it all yourself.

### Items needed from client:

1. Proof of EIN and Proof of MS Sales or Use Tax ID
2. Certificate of Insurance in the name of the business (\$600K/\$300K coverage depending on your situation)
3. Worker's Comp Insurance Proof if you have more than 5 employees
4. 3 Reference letters – 1 must be from a bank, the other 2 should be professional contacts (clients, employers, etc) – We have templates for these letters
5. Proof of employment or ownership – We can get them the ownership documents from the Secretary of State, but they have to provide a W2 or pay stub if they're not listed as an officer of the company.
6. Reviewed or audited financial statement signed by a CPA (only good for one year)
  - a. Major Classification net worth minimum - \$50,000
  - b. All other classifications - \$20,000
7. A check or money order for \$400 payable to MSBOC
8. A signed and notarized "Release of Information" document in the back of the application (need original mailed)

They are not even asking for felony or misdemeanor disclosure.

# NEVADA

## \$600 – APPLICATION PROCESSING FEE

### **Experience and Requirements:**

You need at least 4 years' experience in the trade that you want a license in gained within the past 15 years, and that experience is verified by certificates of work experience. You must submit 4 of the certificates completed by people you've worked for. You also need to submit a resume (in the application) of your experience.

### **Items needed from client:**

1. Check or money order in the amount of \$300 payable to NSCB
2. 4 Certificates of Experience completed by people they worked for (will provide blank sheets from the application)
3. Copy of the driver's licenses for all people listed with the business on the application.
4. Signed Background disclosure statement and fingerprints statement.
  - a. You get your fingerprints done after the application is accepted and processed.
5. A Financial Statement prepared by a CPA to justify the monetary limit you're going for.
  - a. More than \$250K – Report must be current within 1 year
  - b. Less than \$250K – Report must be current within 6 months

# NORTH CAROLINA

## \$200 – APPLICATION PROCESSING FEE

### Experience and Requirements:

#### Limited

- Minimum net worth is \$80K
- Assets must exceed liability by a minimum of \$17K
- Must provide an audited financial statement

#### Intermediate

- Minimum net worth is \$80K
- Assets must exceed liability by a minimum of \$75K
- Must provide an audited financial statement

#### Unlimited

- Minimum net worth is \$80K
- Assets must exceed liability by a minimum of \$150K
- Must provide an audited financial statement

### Items needed from client:

1. A check or money order for \$75/\$100/\$125 payable to NC Licensing Board for General Contractors (depending on designation amount)
2. Corporate or LLC formation documents with the Secretary of State stamps (I can't get this online)
3. THREE character reference letters, signed, dated, and notarized. I can provide what details the state is looking for, but I can't help write the reference letters. The State is looking for words from someone who has direct experience with the guy. (Mail me the original, notarized docs)
4. Financial Statement (We can provide documents with instructions to the CPA from the State)
5. Background issues...they're only looking at felony or misdemeanor convictions here. Not speeding tickets, but if you got a DUI that got dismissed because you completed classes, they're looking for that.
  - a. The charging document, any sentencing/penalty document, and proof of disposition.
  - b. A notarized statement with full disclosures (I can help with this if the guy is open with me) (Mail me the original notarized document)
  - c. IF THEY ARE CURRENTLY ON PROBATION OR PAROLE – A letter from the officer confirming the period of probation or parole and their status.

# OREGON

## \$450 – APPLICATION PROCESSING FEE

### **Experience and Requirements:**

Experience requirements are set forth below, but you don't have to provide any real proof honestly. The requirements can be split between the "key employees of the business" to meet the minimum. They have to pass the NASCLA exam and the Oregon Contractor Exam.

- **GC Level 1**
  - 8 years of experience
  - \$75K commercial bond
  - \$2M Aggregate Insurance
- **GC Level 2**
  - 4 years of experience
  - \$20K commercial bond
  - \$1M aggregate insurance

### **Items needed from client:**

1. Business paperwork from Oregon Secretary of State
2. Commercial Surety Bond in the proper amount, fully executed, and with the power of attorney page. The original must reach the CCB office no later than 60 days after it was issued.
3. Certificate of General Liability Insurance in the proper amount.
4. State and Federal Tax #'s
5. \$250 fee payable by credit/debit card or check made payable to "Construction Contractor's Board".

# SOUTH CAROLINA

**\$200 – RESIDENTIAL APPLICATIONS**  
**\$250 – COMMERCIAL APPLICATIONS**

## **Experience and Requirements:**

If they are using NASCLA scores, they don't need to provide experience.

## **Items needed from client:**

1. A legible picture of their SSN card and a legible picture of their Driver's License (for citizenship verification)
2. Their PSI Business Exam
3. The SC Secretary of State Certification for their business (**I cannot obtain this online**)
4. A Surety Bond or Financial Statement. We can provide the form needed for the Financial Statement. If they're going for the lowest dollar amount, they can prepare the Financial Statement themselves and have it notarized. All the other dollar amounts need to have it prepared by a CPA. If they choose the Surety Bond, I just need all that paperwork. The net worth requirements for the Unlimited license are as follows:
  - a. \$250K net worth backed up by an audited financial statement prepared by a CPA
  - b. \$500K Surety Bond
5. A check or money order made payable to "SCCLB" in whatever amount is needed from the table on the 1<sup>st</sup> page of the application. It goes by oddly specific dates.

# VIRGINIA

## \$450 – APPLICATION PROCESSING FEE

### Experience and Requirements:

- **Class A** – 5 years and \$45K minimum net worth
- **Class B** – 3 years and \$15K minimum net worth
- **Class C** – 2 years and no minimum net worth

### Items needed from client:

1. Check or money order made payable to Treasurer of VA” for either \$385/\$370/\$235 (depending on license)
2. Clear copy of a government issued ID for any officers of the company listed with the secretary of state
3. 3 page Experience verification form (this can probably be emailed back)
  - a. Pages 1-2 are filled out by the applicant
  - b. Page 3 is filled out by the contractor verifying the experience.
4. Felony convictions at any time or a misdemeanor within the past 3 years must be reported on a Criminal Conviction Form
  - a. Charges from outside of VA require an original background check from the State Police the charges were incurred in (have to mail this because we need the original)
5. If the qualifier isn't an officer of the company, proof of employment must be provided
6. The EIN paperwork or other IRS paperwork to verify the EIN for the business
7. Proof of net worth can be done by:
  - a. Financial Statement Form (we can provide a template from the application)
  - b. CPA Audit
  - c. Surety Bond (we can provide a template from the application)

# WEST VIRGINIA

## \$200 – APPLICATION PROCESSING FEE

### **Experience and Requirements:**

Here's another state where you don't really need proof of experience...just proof of having money I guess.

### **Items needed from client:**

1. Check or money order for \$90 payable to WV Contractor Licensing Board
2. EIN paperwork and WV Tax ID Letter of Good Standing
3. Unemployment Insurance and Worker's Comp insurance
4. Certificate of existence or authority (available on the WV site, our cost is \$10)
5. Wage Bond or Wage Bond Affidavit. You have to get a wage bond if you have employees equal to 4 weeks pay plus 15% for benefits and taxes and stuff.