Line-by-Line New License Application Instructions

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Section 1: Line-by-Line Application Instructions

All information must be typed or printed clearly in black ink. Any application that is not legible will be returned to you.

Application Part 1: Applicant Information

1. Company name or Sole Proprietor’s full name
The company name or sole proprietor’s full name is the name of the applicant and will appear on the license and is the actual name under which the contracting business will operate.

If applying as a Limited Liability Company, the applicant name must read exactly as approved by the Arizona Corporation Commission.
Example: Smith’s Painting, LLC

If applying as a Corporation, the applicant name must read exactly as approved by the Arizona Corporation Commission.
Example: Smith’s Painting, Inc.

If applying as a Limited Partnership, the applicant name must read exactly as approved by the Arizona Secretary of State.
Example: Smith’s Painting, LP

If applying as an individual, the applicant name will be the full legal name of the individual.
Example: John Allen Doe

FAQ: How do I choose a company name?
Applicants should reserve the proposed name with the Registrar of Contractors Licensing Department by completing and submitting the “Name Request and Availability” form (available at https://roc.az.gov/forms). Please note that the availability of a name with the Arizona Secretary of State and/or Arizona Corporation Commission does NOT guarantee the name will be available with the ROC.

Arizona Corporation of Commission www.azcc.gov
Phoenix Corporations Division Phone (602) 542-3026
1300 West Washington 1st Floor 800-345-5819
Phoenix, AZ 85007-2929 (In Arizona)

Tucson Arizona State Complex Building Phone (520) 628-6560
400 West Congress
Tucson, AZ 85701-1347
Rules governing the names of applicants are found in R4-9-109.

A. A licensee shall do business under the name on the license issued and ensure that the same name is used on the license bond.
B. If a corporation is doing business in the name of a division or using a trade name, the corporation shall ensure that all names are shown on any application.
C. If applying for a license or a name change, a corporation shall submit written evidence that it is in good standing or that the new name has been filed with the Arizona Corporation Commission.
D. The Registrar shall grant a request for name change if there is no change in the legal entity, the name is available, and the request is submitted in writing, together with the required license fee and a cash deposit or bond rider that reflects the name change.
E. The Registrar may elect to reject an application, refuse to issue a license, or deny the name change of an existing license, based on a review of whether the proposed name is identical or so similar to that of an existing licensee or license applicant that it may cause confusion.
F. The Registrar shall not accept an application or issue a license if it contains the name of a building trade or craft for which the contractor is not qualified.

2. Fictitious TradeName (i.e. DBA)
The fictitious trade name (or assumed name, trade name, FN or DBA name) is a business name that is different from your personal name, the names of your partners or the officially registered name of your LLC or corporation.
Example: DBA AJ’s Plumbing

3. Classification Requested
This is the classification and description of the license for which you are applying.
Example: A-General Engineering is a license with a classification of “A-” and a description of “General Engineering”

FAQ: Where can I find information on the different license classifications?
License classifications are found in R4-9-102, R4-9-103, and R4-9-104 (see “Registrar of Contractors” rules at http://www.azsos.gov/public_services/Table_of_Contents.htm). A description of the classifications can also be found on the ROC website at https://roc.az.gov/license-classifications

4. Federal Tax Identification Number (TIN)
In order to obtain a contractor’s license, you must provide a valid Tax Identification Number (TIN). Information on obtaining a TIN may be found at:

Phoenix: Internal Revenue Service Phone (602) 636-9199
4041 North Central
Phoenix, AZ 85012
5. **Business will operate as**
Check the box that describes the applicant named in question 1 of this application (Limited Liability Company, Corporation, Partnership, Individual). Write the file number if the applicant is anything other than an Individual.

Attach to your application a copy of the applicable business formation documents and latest annual filings. Such as:
- The Articles of Organization,
- The Articles of Incorporation,
- The Partnership Agreement,
- The Annual Disclosure Statement,
- Foreign Corporation Registration, and
- Franchise Agreement.

6. **Business Address**
This is the physical street address from which the business will operate. This cannot be a PO Box, a Personal Mail Box (PMB) or a mail box store.

7. **Mailing Address**
This is the address where all correspondence from the Registrar will be mailed. This includes correspondence regarding complaints or license renewals. The mailing address can be a PO Box, PMB or mail box store. If the Mailing Address is the same as the Business Address, you can write “Same”.

Please note that if the applicant has additional ROC licenses, this will be the mailing address for all ROC licenses.

**FAQ: What is the difference between the business address and the mailing address?**
For many applicants the two addresses are the same. While an applicant may have many business addresses, it can have only one mailing address. The mailing address is referred to in statute as the “address of record”. This is the address where the ROC will mail correspondence regarding this license. Failure to appropriately respond to this correspondence could negatively impact the applicant’s right to work as a contractor with this and any other ROC license. Two common examples of correspondence the ROC might mail are (1) notices about license renewals, and (2) notices about complaints. Failure to properly respond to these notices may result in discipline of a license.

8. **Phone Number**
This is the phone number of the applicant.

9. **Email**
This is the email address of the applicant. If the applicant does not have an email address, write “None”.

Tucson: Internal Revenue Service Phone (520) 205-5008
300 W. Congress
Tucson, AZ 85701

10. **Email Notification**
Checking this box indicates that you would like to receive an email notifying you when your license is due for renewal.

11. **Workers’ Compensation**
Arizona Revised Statute Title 23, Chapter 6 governs workers’ compensation. Check the box that indicates how the applicant will comply with the Workers’ Compensation Act.

Attach to your application proof of how the applicant will comply with the Workers’ Compensation Act. Such as:
A copy of the certificate or insurance statement, including the policy number, or
The affidavit of self-employment exemption.

If the qualifying party is NOT an owner, a partner, a member or manager of an LLC or an officer or director of a Corporation, he/she is an employee. You MUST provide a copy of the workers’ compensation insurance.

The owner, a partner, a manager or member, or an officer or director must certify compliance with the Workers’ Compensation Act by printing their name, title and signing.

More information on Workers’ Compensation can be found by contacting the Industrial Commission of Arizona.

**Industrial Commission of Arizona** [http://www.ica.state.az.us](http://www.ica.state.az.us)
Phoenix: 800 W. Washington Street Phone (602) 542-4661
Phoenix, AZ 85007

Tucson: 2675 E. Broadway Phone (520) 628-5181
Tucson, AZ 85716

**Application Part 2: Cancellation of Existing ROC License(s) Upon Issuance of New License**

12. **Cancellation of License(s) Upon Issuance of New License(s)**
Generally the application for a new license does not require the cancellation of existing ROC licenses. This Part will commonly be used for applicants with a qualifying party who is also the qualifying party for one or more existing ROC licenses. A.R.S. § 32-1127 sets forth the requirements that must be met for an individual to act as a qualifying party for more than one license. This statute also limits a qualifying party to two licenses.

Space is provided to request the cancellation of two licenses. Only an authorized signer of the license being cancelled can request the cancellation of a license (i.e. the owner of a sole proprietorship, a partner of a Partnership, an officer of a Corporation, or a member or manager of a Limited Liability Company).

**Application Part 3: Personnel Information (Qualifying Party)**

**Application Part 4: Personnel Information (All Other Persons or Entities, Not Qualifying Party)**
These instructions apply to the personnel information for questions 13-25 of Part 3 for the Qualifying Party and Part 4 for All Other Persons or Entities, who are not the Qualifying Party.
The Part 3, Personnel Information (Qualifying Party) form should only be completed by qualifying individuals. Each applicant will have only one Qualifying Party. The Qualifying Party is the “responsible managing employee” or “qualifying party” described in A.R.S. § 32-1127. The Qualifying Party is the individual who has the requisite experience and has taken and passed the required trade and business management exam(s).

The Part 4, Personnel Information (All Other Persons or Entities, Not Qualifying Party) form should be completed by all individuals and business entities having an ownership or management interest in the applicant. For example, where the applicant is an Arizona Limited Liability Company, a form should be completed by all persons listed with the Limited Liability Company at the Corporation Commission. Additionally, if the applicant has ownership that is held by a Parent/Partner entity such as another Limited Liability Company, a lawful representative of that Parent/Partner entity must fill out the Part 4 form on behalf of the Parent/Partner entity. Also please include a copy of all applicable documents listed in Section 1, Question 4 (e.g. Articles of Organization, Articles of Incorporation, etc.) for the Parent/Partner entity.

Each person and business entity should fill out its own form.

- For individuals, questions 13-25 must be correctly and fully completed as instructed in the line-by-line instructions.
- For business entities, questions 13-25 must be correctly and fully completed as instructed in the line-by-line instructions and as appropriate. Where a question applies only to an individual (e.g. middle name) and not a business entity, and also where not otherwise instructed, write “NA”.

13. **Full Legal Name (First, Middle, Last and generation if applicable)**
   The complete legal first, middle and last names are required. If the individual has no middle name, write “None”. If the individual only has a middle initial, write “Only” after the initial.

13a. **Company Name (if owner of this license is another business entity)**
   If ownership is held by a Limited Liability Company, Corporation, or Partnership, write the full legal name of the business entity.

14. **Date of Birth**
   A date of birth for each individual must be provided. A.R.S. § 32-1122 prohibits a minor from being an individual owner, partner, corporate officer, member or Qualifying Party on a contractor’s license.

15. **Driver’s license or Government ID: State/Number (please enclose a copy)**
   Write the state issuing the ID and the ID number. Typically the Government ID will be a government issued driver’s license or a passport.
   *Example: AZ / D12345678*
   Please submit a clear copy of the ID.

16. **Social Security Number (or TIN)**
   Pursuant to A.R.S. §§ 25-320, 25-518 and 25-519 the ROC must collect social security numbers. Please include a copy of your social security card with the application. The ROC will not use social security numbers in an unauthorized manner.

   If ownership is held by a Limited Liability Company, Corporation, or Partnership, write the Tax Identification Number.
17. **Residential Address**  
Write the complete residential address, including city, state and zip code.

If ownership is held by a Limited Liability Company, Corporation, or Partnership, the mailing address may be used in lieu of a residential address.

18. **Ownership Percent**  
Write the percent ownership. The ownership percent for all personnel must total 100%. Publicly traded companies must be noted.

19. **Title or Position**  
Write the title or position of the person indicated on this qualifying party or personnel form.

20. **Have you ever received a citation or been convicted for contracting without a license?**  
Check yes or no. If yes, describe where and when in the space provided.

21. **Have you ever been a contractor’s license in any state as a qualifying party, owner, partner, manager, member, officer, director or shareholder?**  
Check yes or no. If yes, in the space provided write the state(s), the current license status(es), the license number(s), the license name(s), and the license class(es). Use additional pages to indicate all previous licenses.

Have any of the licenses listed in question 21 ever been suspended, revoked or otherwise disciplined? If necessary, use additional pages to indicate all previous licenses.

Check yes or no. If yes, in the space provided write the license number(s), the current status of the license(s), and the cause of the discipline(s).

Please note, to avoid delay in the review of this application, all discipline and pending complaints should be resolved prior to submitting the application.

22. **Have you ever been convicted of a felony, or currently have a felony charge pending? List all felony convictions.**  
Use additional paper if needed.

Check yes or no. If yes, describe when, what the charge or conviction was, and the name of the court in the space provided. (Use additional paper if needed.) If you are currently on a license or were on a license within one year prior to the date of this application, and have previously disclosed a felony and have had no further felony convictions and currently have no pending felony charges provide a written and notarized statement to that effect.

Please provide any additional information about your charges or convictions that you would like the ROC to consider. For example, you may want to submit information showing rehabilitation. Examples of rehabilitation: counseling, gainful employment, passage of time without additional or repeat violations, completion of an appropriate rehabilitation program, an order vacating (setting aside) a conviction. This is often referred to as expungement. Providing evidence of rehabilitation will help the ROC decide whether to deny this application based on these charges or convictions.

**Note:** Even though a conviction has been vacated, pardoned, expunged, dismissed, appealed, listed as undesignated or otherwise reduced or your civil rights have been restored, you are required to answer “YES.”
23. **Are you, or any business of which you are an owner, currently delinquent in payment of any of the following: state or federal income taxes, payroll withholding, social security, unemployment or workers’ compensation?**

Check yes or no. If yes, complete who and attach a detailed explanation and provide a payment schedule and Certificate of Good Standing from the Arizona Department of Revenue.

24. **I have completed a criminal background check at** [https://roc.az.gov within the last 4-60 days.](https://roc.az.gov)  

Please complete the criminal background check prior to submitting this application. You must include a copy of your background check receipt with your license application.
Section 2: Bonding Requirements

A license bond must be provided with the license application. Once issued, the license is required to have a valid bond at all times. The amount of the bond required depends on the classification of license and your estimated gross annual volume of business in Arizona. Please review the bond schedule for the required dollar amounts.

<table>
<thead>
<tr>
<th>LICENSE CLASSIFICATION</th>
<th>ESTIMATED GROSS VOLUME WITHIN ARIZONA</th>
<th>BOND AMOUNT PER LICENSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Residential Classifications</td>
<td>Less than $750,000</td>
<td>$9,000</td>
</tr>
<tr>
<td></td>
<td>$750,000 or more</td>
<td>$15,000</td>
</tr>
<tr>
<td>Specialty Residential Classifications</td>
<td>Less than $375,000</td>
<td>$4,250</td>
</tr>
<tr>
<td></td>
<td>$375,000 or more</td>
<td>$7,500</td>
</tr>
<tr>
<td>General Commercial Contracting and Engineering Contracting</td>
<td>Less than $150,000</td>
<td>$5,000</td>
</tr>
<tr>
<td></td>
<td>$150,000 or more, but less than</td>
<td>$15,000</td>
</tr>
<tr>
<td></td>
<td>$500,000</td>
<td>$25,000</td>
</tr>
<tr>
<td></td>
<td>$1,000,000</td>
<td>$50,000</td>
</tr>
<tr>
<td></td>
<td>$5,000,000</td>
<td>$75,000</td>
</tr>
<tr>
<td></td>
<td>$10,000,000</td>
<td>$100,000</td>
</tr>
<tr>
<td>Specialty Commercial Classifications</td>
<td>Less than $150,000</td>
<td>$2,500</td>
</tr>
<tr>
<td></td>
<td>$150,000 or more, but less than</td>
<td>$7,000</td>
</tr>
<tr>
<td></td>
<td>$500,000</td>
<td>$17,500</td>
</tr>
<tr>
<td></td>
<td>$1,000,000</td>
<td>$25,000</td>
</tr>
<tr>
<td></td>
<td>$5,000,000</td>
<td>$37,500</td>
</tr>
<tr>
<td></td>
<td>$10,000,000</td>
<td>$50,000</td>
</tr>
</tbody>
</table>

* Dual license bond amounts are calculated by combining the amount required for estimated residential and commercial work.

Bonds may be in the form of: Cash, Certificate of Deposit, or Surety.

- Please note, pursuant to A.R.S. §32-1152(D), cash deposits may be withdrawn, if there are no outstanding claims against them, two years after the termination of the license or the filing of a surety bond as a replacement of the cash deposit.
Option 1: Cash Bond
1. Must be a cashier’s check, money order or certified check payable to the Registrar of Contractors.
   a. Personal and/or business checks are not acceptable forms of cash bonds.
2. Do not combine the license fees and the cash bond.
3. Cash bonds do not earn interest.

Option 2: Certificate of Deposit
If you choose to submit a Certificate of Deposit, obtain the Assignment Agreement from the Licensing Department. Read these instructions carefully before completing the Assignment of Alternative to Cash Deposit Assignment Agreement. The bank or credit union branch and the contractor will receive their copies back in the mail once they are signed and dated by the Registrar.

1. Certificates of deposit must be purchased from a federally insured Arizona bank or credit union.
2. The certificate of deposit is payable to the depositor and delivered to the Registrar of Contractors along with the complete and notarized Assignment Form. (Depositor may be someone other than the contractor.)
3. All certificates of deposit received and accepted MUST be continuously “automatically renewable”.
4. The certificate of deposit will remain on deposit at the Registrar of Contractors as security for two years after expiration, cancellation or revocation of the license, or for two years after the filing of a surety bond to replace the cash security.
5. Sections #1 and #2 on the Assignment Agreement must be completed by the applicant. Section #3 must be filled out correctly and completely and signed by an officer of the bank, savings and loan or credit union and notarized. The name of the “contracting company” must read exactly the same as shown on the license application.
6. The assignment is signed in section #1 by the person the certificate is made payable to and section #2 is signed by the contractor (if different from depositor).
7. The account number or certificate number on the assignment must correspond exactly to the number shown on the certificate of deposit.
8. Investment earnings are payable to the person designated by the depositor. The Registrar of Contractors does not have a claim on interest earnings except in the event that earned but unpaid interest is applied against an early withdrawal penalty upon payment to an injured party (by court order) pursuant to A.R.S. §32-1152.
9. After the assignment is completely filled out, signed and notarized per #5 and #6 above, the original to be submitted to the registrar of contractors along with the certificate of deposit receipt.

Option 3: Surety Bond
The contractor must submit the original bond to the registrar of contractors. Only the original bond document will be accepted. Faxed bonds are not acceptable. Bonds must be uniform; they must be typed in the same font or handwritten in the same pen, by the same person. The bond must be filled in completely and correctly as indicated in the steps listed below:

1. Surety bond number: A bond number must be listed. ‘BINDER’ in lieu of a bond number is not acceptable.
2. Applicant Name: Applicant name must be exactly as it appears on the license application.
   a. If applying as a Limited Liability Company, the applicant name must read exactly as approved by the Arizona Corporation Commission.
      Examples: Smith’s Painting, LLC or AJ’s Plumbing, LLC (FN)
   b. If applying as a corporation, the applicant name must read exactly as approved by the Arizona Corporation Commission.
      Examples: Smith’s Painting, Inc. or AJ’s Plumbing, Inc. (FN)
c. If you’re using a Doing Business As (DBA) name, the DBA must be listed with your corporate name.
   Examples: Smith’s Painting LP DBA Joe’s Painting, or AJ’s Plumbing, LLC (FN) DBA Alan’s Rooter Service, or Smith’s HVAC, Inc. DBA Smith Air

d. If applying as a partnership, the applicant name must read all partners legal first, middle, last names DBA applicant name.
   Example: John David Smith and Jane Ann Smith DBA Smith’s Painting

e. If applying as a Limited Partnership, the applicant name must read exactly as approved by the Arizona Secretary of State.
   Example: Smith’s Painting, LP

f. If applying as an individual, the applicant name must read your legal first, middle, last name DBA applicant name.
   Example: John David Smith DBA John’s Painting

3. Surety: The name of the surety company must be listed.

4. License Classification and Description: as shown in Rules R4-9-102, R4-9-103 and R4-9-104.
   Example: R-11 ELECTRICAL

5. The amount of bond required depends upon the classification of license.
   a. See the bond schedules for penal sums.
   b. Dual license bond amounts are the total combined amount required for residential and commercial classifications.
      i. Dual bond amounts must be divided between residential and commercial amounts.
         Example: $4,250 Residential, $2,500 Commercial
   c. Original signatures on bond must be properly completed:
      i. Reproduced or stamped signatures are not acceptable
   d. Subsequent bond riders or reinstatement notices must be the original copy bearing original signature(s).

6. The sole proprietor, a partner, corporate officer or director, member or manager must sign and add their title.

7. Attorney-in-Fact must sign. This signature must be notarized.

Section 3: Additional Requirements for Commercial, Dual, Swimming Pool and Solar Licenses

Part 1: Commercial, Dual and Swimming Pool Licenses (Statement of Financial Condition)

Pursuant to A.R.S. § 32-1122, to obtain a contractor's license, other than a residential contractor's license, the applicant shall submit a detailed statement of current financial condition containing information required by the registrar of contractors on a form furnished by or acceptable to the registrar of contractors. Notwithstanding any other law, a swimming pool contractor shall also submit a detailed statement of current financial condition as required by this subsection.

The statement of financial condition can be met by either:
   a. Completing the financial statement in the application. Do not include dividers, folders, books, bound documents, etc., or
   b. Submitting audited and signed financial statements prepared by a CPA.

Part 2: Solar Licenses (Solar Energy Device Warranty)

Pursuant to A.R.S. § 44-1762, those who manufacture, furnish for installation, or install a solar energy device are required to provide consumers a written statement of (1) warranty, (2) responsibilities assumed or disclaimed and (3) performance data of the solar energy device and its components. The form of this statement is subject to approval by the Registrar of Contractors and a copy of the approved statement is to be kept on public file with the agency. Below are sample warranties.
Sample Solar Plumbing Warranty Statement
To: Solar (type of system) owner at (address)
From: (installation company)
Date: (date of installation)
RE: Solar (type of system) certification requirements

The warranty requirements for the "supplier" will stand as written as defined in the current (at time of sale) system test/certification documents (SRCC OG-300, OG-400, or equal).
The warranty requirements for the installation company will be as follows (this warranty supersedes all other warranties for the time periods stated):

a) The installation company will provide a full parts and labor warranty for the entire system for two (2) years from date of installation.
Full parts and labor warranty includes, but is not limited to, any and all component failure(s), whether it is covered by the original manufacturer or not; any and all installation-related malfunction(s); any and all high-temperature problem(s) including those related to water quality. Any manufacturer's warranty(ies) are in addition to, not in lieu of, the installation warranty. Warranty is not required to cover problems resulting from exposure to harmful materials and chemicals, fire, flood, lightning, hurricane, tornado, hailstorm, earthquake, or other acts of God, vandalism, alteration of system by anyone not authorized by the installation company, or any other cause beyond the control of the installation company.

b) The installation company will provide a full parts and labor warranty against any and all freeze-damaged component(s) for five (5) years. This includes freeze damage due to water quality problems and component failures.

Note 1: Ambient temperatures below 4 degrees C (39 degrees F) can cause freeze damage to solar collectors, transport pipe and other system components. These cold temperatures and freezing conditions are common throughout the state of Arizona and are not considered an act of God. All freeze damaged system components are subject to the freeze warranty as specified above.

Note 2: The freeze protection on some system types can be accidentally disabled by the user. Since this condition is intrinsic in the system design, and therefore can be predicted, freeze damage due to accidental disabling by the user is not cause for indemnification of the installing company. The installation company is specifically responsible for any freeze damage due to accidental disabling of the freeze protection.

Note 3: The freeze protection on some system types can be rendered less effective or completely useless due to electric power failures at the system site. Since this condition is intrinsic in the system design, freeze damage due to lack of electric power at the system site is not cause for indemnification of the installing company. The installing company is specifically responsible for any damage due to electric power failure at the systemsite.

Sample Solar Electric/Device Warranty Statement
To: Solar (type of system) owner at (address)
From: (installation company)
Date: (date of installation)
RE: Solar (type of system) certification requirements

The warranty requirements for the installation company will be as follows (this warranty supersedes all other warranties for the time periods stated):

a) The installation company will provide a full parts and labor warranty for the entire system for two (2) years from date of installation.
Full parts and labor warranty includes, but is not limited to, any and all component failure(s), whether it is covered by the original manufacturer or not; any and all installation-related malfunction(s). Any manufacturer's warranty(ies) are in addition to, not in lieu of, the installation warranty. Warranty is not required to cover problems resulting from exposure to harmful materials and chemicals, fire, flood, lightning,
hurricane, tornado, hailstorm, earthquake, or other acts of God, vandalism, alteration of system by anyone not authorized by the installation company, or any other cause beyond the control of the installation company.

Section 4: Fees
The fees for a contractor's license depend on the license classification for which you are applying. The appropriate fees must be submitted with the license application. Make money orders or checks payable to the Registrar of Contractors. In addition, cash, credit and debit cards are accepted in person.

A license is issued for two years and must be renewed biennially with the required renewal fees on the anniversary month of original issuance. A renewal notice will be mailed to the mailing address of the applicant (licensee).

In addition to the bonds discussed in Section 2 of these Instructions, A.R.S. § 32-1152(C) requires residential contractors provide an additional $200,000 for consumer protection. This protection may be established by (a) furnishing a $200,000 surety bond or cash deposit, or (b) paying the required assessment to participate in the Recovery Fund.

The table below shows:

- The “Application Fee” which is the non-refundable amount to process the application;
- The “License Fee” which is the amount for the license;
- The “Recovery Fund Assessment” which is the amount to participate in the recovery fund; and
- The “Total” which is the total amount from all three columns.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Application</th>
<th>License</th>
<th>Recovery Fund</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Commercial (A,B)</td>
<td>$200</td>
<td>$580</td>
<td>$0</td>
<td>$780</td>
</tr>
<tr>
<td>Specialty Commercial (C)</td>
<td>$100</td>
<td>$480</td>
<td>$0</td>
<td>$580</td>
</tr>
<tr>
<td>General Residential (B)</td>
<td>$180</td>
<td>$320</td>
<td>$370</td>
<td>$870</td>
</tr>
<tr>
<td>Specialty Residential (R)</td>
<td>$80</td>
<td>$270</td>
<td>$370</td>
<td>$720</td>
</tr>
<tr>
<td>General Dual</td>
<td>$200</td>
<td>$480</td>
<td>$370</td>
<td>$1,050</td>
</tr>
<tr>
<td>Specialty Dual (CR)</td>
<td>$100</td>
<td>$380</td>
<td>$370</td>
<td>$850</td>
</tr>
</tbody>
</table>

* For Residential and Dual License classifications, pay the amount in the “Total” column if you are choosing to participate in the Recovery Fund; or pay the amounts in the “Application Fee” and “License Fee” columns if you are choosing to post your own $200,000 surety bond or cash deposit. Applicants not participating in the Recovery Fund must provide proof of bond with the license application.

Section 5: I’m Licensed, Now What? Helpful Hints to Maintain Your License

- The license is nontransferable (A.R.S. §32-1124).
- The license number shall be preceded by the acronym “ROC” and shall be posted in a conspicuous place on premises where any work is being performed and on all written bids, advertising, letterheads and any other documents used by the licensee (A.R.S. §32-1124).
- Notify the ROC within 30 days of any change in address (A.R.S. §32-1122). However, we strongly suggest you notify the ROC immediately of any change in address. All correspondence from the ROC will be mailed to the mailing address for all licenses held by the applicant. If a
Citation is issued against your license, it will be mailed to your address of record (or mailing address). You will have 15 days from the date the Citation is mailed to file your written answer with the ROC. Failure to answer within 15 days shall be deemed an admission by the licensee of the charges made by the complainant, and the ROC may suspend or revoke the license.

- Failure to update your mailing address (address of record) and therefore not receiving the renewal form in the mail is not a justifiable excuse for late renewal of a license.
- Failure to update your mailing address (address of record) is not an excuse for not responding to a Citation.

- Notify the ROC within 30 days of any change in officers, directors, managers or members (A.R.S. § 32-1122).
- Notify the ROC immediately of any transfer of ownership of 50% or more of a Corporation or Limited Liability Company (A.R.S. §32-1151.01).
- The license must have a bond in full force and effect at all times (A.R.S. §32-1152).
- License renewal is every 2 years. Make sure the 2 page renewal application is completed and all questions have been answered (A.R.S. §32-1123.01).
- Keep your Corporation or LLC is in Good Standing with the Arizona Corporation Commission.
- Check the Registrar of Contractor's website often to verify your license is in good standing. The ROC does not notify you of the following Administrative Suspensions:
  - Lack of Bond
  - Lack of Qualifying Party
  - Non-Renewal
  - Corporate or LLC Status
Section 6: Glossary of Terms

Glossary of Terms

Cancel  A voluntary written request to terminate a license. Once cancelled, you must re-apply for a new license if you wish to have a contractors’ license.

DBA  An acronym for 'Doing Business As' is a business filing which declares that an individual, business or organization is operating a business under a name other than his/her birth name or legal business name. If using a DBA, you must advertise both your legal entity name and your DBA. R4-9-109(A).

Expired  After 1 year of suspension for non-renewal, the license will expire. Once expired, you must re-apply for a new license if you wish to have a contractors’ license.

Foreman  Overseer of a specific trade or construction project who is in charge of a group of workers and usually responsible to the superintendent or manager.

Inactive  A request to place a license on a hold status for up to 5 years. This can be done twice within the lifetime of the license. You cannot contract during the inactive period. Commonly referred to ‘put on a shelf’ or ‘put on hold’.

Journeyman  A skilled worker competent in the trade usually served as an apprentice to learn the skill.

Letter of Verification  Verifications should be signed and should be from contractors, sub-contractors, property/home owners, building inspectors, employers or anyone with first-hand knowledge of your experience.

Maintenance projects  Remodel, improvement or repair to existing buildings, structures or systems

Name Change  Adding or removing a DBA (Doing Business As) name or changing the Corporate or LLC name via an amendment at the Arizona Corporation Commission. If you have changed entities, you must re-apply for a new license.

New projects  New buildings, structures or systems.

Practical or Management trade experience  In the registrar’s opinion custom and usage of industries or crafts require from two to four years laborer or apprenticeship prior to be considered at journey or practical experience level. Industries require four to six years journeyman or foreman to be considered at superintendent level. A person with a four year degree in construction management from an accredited college or university may be considered as having up to two years superintendent level experience. Technical classes from an accredited trade school or college may be considered as experience equivalent to the class room hours.

Projects  Construction phase of buildings or improvements.

Re-apply  Submit an application for approval again.

Reinstate  A request to make an inactive license current.

Renew  A license must be renewed every 2 years by submitting an application for renewal. Failure to renew timely will result in an administrative suspension and a $50 late fee. If a license has been suspended for failure to renew for one year, the license will expire. A.R.S. §32-1125 A

Return  An application that was not accepted.

Superintendent  Contractor representative at the work site responsible for continuous field supervision, coordination and completion of the work.
Suspension

A licensee cannot perform any contracting services while administratively suspended.

• Lack of Bond
• Lack of Qualifying Party
• Non-Renewal - A.R.S §32.1124 (F) 1, 2, or 3
• Recovery Fund Payout
• Corporate Status

Suspension

After suspension of the license pursuant to the provisions of A.R.S. §32-1154, the licensee may perform without compensation, warranty work or other corrective work.

• Warranty work using own employees for NO compensation.
• Supervise sub-contractors doing warranty work for NO compensation.
• Do corrective or repair work ordered by R.O.C. for NO compensation

NOTE: If license is Administratively Suspended in addition to a Disciplinary Suspension NO work may be performed.

Withdraw

A voluntary written request to stop the application process.
ASBESTOS EDUCATION INFORMATION

STATUTORY REFERENCE:
Title 32, Arizona Revised Statutes (ARS), Chapter 10, Article 1, Registrar of Contractors, §32.1128 Asbestos Educational Information.

PURPOSE:
A. The Director of Occupational Safety and Health within the Industrial Commission with the assistance of the Registrar of Contractors and the director of the Department of Environmental Quality shall prepare an educational pamphlet relating to asbestos to help contractors identify asbestos in the workplace and to inform them of state and federal asbestos rules and of the health hazards associated with asbestos contact.
B. The registrar shall distribute asbestos educational pamphlets with each contractor’s license or license renewal.

ASBESTOS NESHAP STANDARDS FOR RENOVATION AND DEMOLITION ACTIVITIES

ASBESTOS NESHAP STATUTORY AUTHORITY:

PURPOSE:
To protect public health from exposure to regulated asbestos-containing materials (RACM) during Asbestos NESHAP facility renovation and/or demolition activities, asbestos removal, transport, and disposal, and closely monitoring those activities for proper asbestos emissions control and advanced 10-working day notification for all demolition activities and renovations with threshold amounts of RACM. Asbestos is known to cause cancer and other respiratory diseases in humans.

WHAT IS AN ASBESTOS NESHAP FACILITY?
An Asbestos NESHAP facility is any: institutional, commercial, public, industrial, or residential structure, installation, or building (including any structure, installation, or building containing condominiums or individual dwelling units operated as a residential cooperative, but excluding residential buildings having four or fewer dwelling units), any ship, and any active or inactive waste disposal site. Any structure, installation or building that was previously subject to this regulation (since April 16, 1973), is not excluded regardless of its current use or function.
OSHA ASBESTOS STANDARDS FOR WORKER PROTECTION

ASBESTOS OSHA STATUTORY AUTHORITY:
Title 29, Code of Federal Regulations (CFR), Part 1926.1101, as adopted in accordance with ARS, Title 23, Chapter 2, Article 10, §23-410.

PURPOSE:
To protect employee health from exposure to asbestos-containing materials during construction activities involving the disturbance and/or handling of asbestos-containing materials.

WHEN DO OSHA STANDARDS APPLY?
The OSHA standards found in 29 CFR 1926.1101 are applicable during the following activities involving asbestos-containing material (material which contains more than one percent (>1%) asbestos):
1. Demolition or salvage of structures where asbestos is present;
2. Removal or encapsulation of materials containing asbestos;
3. Construction, alteration, repair, maintenance, or renovation of structures, substrates, or portions that contain asbestos;
4. Installation of products containing asbestos;
5. Asbestos spill/emergency cleanup; and
6. Transportation, disposal, storage, containment of and housekeeping activities involving asbestos or products containing asbestos, on the site or location where construction activities are performed.

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ASBESTOS INFORMATION ORDER FORM

Fax to ADEQ (602) 771-2299 for a copy of the State of Arizona’s Asbestos Program Packet which includes: The Arizona “Asbestos Contact Directory”; Arizona NESHAP Notification Forms, Arizona NESHAP Program Map, Building Department Guidance Documents, OSHA Regulations, Asbestos Products Ban and Phase Out, and NESHAP Decision Tree.

Arizona Department of Environmental Quality (ADEQ)
Asbestos NESHAP Program
1110 W. Washington St., MC 3415A-3
Phoenix, AZ 85007
Telephone: (602) 771-2333

Fax to ADOSH (602) 542-1614 for additional information on the asbestos standards for the construction industry, 29 CFR 1926-1101; or mail to:

Arizona Division of Occupational Safety and Health (ADOSH)
800 W. Washington St. 2nd floor
Phoenix, AZ 85007-2934
Telephone: (602) 542-5795

COMPANY

NAME: ___________

_________________________ ATTENTION: ______________________ TELEPHONE: ______________________

MAILING ADDRESS: ______________________________

CITY/STATE/ZIP CODE: ______________________________

E-MAIL ADDRESS: ______________________________