

## PRIME CONTRACTOR RENEWAL APPLICATION INSTRUCTIONS

**Please read these instructions carefully before completing the renewal package. Items “A” through “F” of these instructions correspond to items “A” through “F” on the Renewal Form on page I.**

### **PAGE I**

- (A) The **company name** must be exactly as it appears on the Proof of Existence from the Alabama Secretary of State (see item G-I below). All other items in this section must be completed.
- (B) Supplemental Questions
1. If you answer “yes” to this question, please contact a license specialist in our office in Montgomery at 334-272-5030 for further information.
  2. If you answer “yes” to this question, an explanation **must** be included in your renewal package.
  3. If your license number is **37916 or greater** and you answer “yes” to this question, please contact a license specialist in our office at 334-272-5030 for further information.
- (C) Financial Information Required on the Renewal Form  
***NOTE: If you are requesting an extension, section “C” will not be completed until your financials have been submitted. In cases where an extension was requested, remember that a renewal form with section C completed must accompany your financial statement and written confirmation of the extension must be received.***
1. Appropriate Financial Statement (**must be less than 1 year old from your renewal month**)
    - a. Current bid limits of “A”, “B”, and “C” (contracts **less than \$500,000**) require an audited, reviewed, or compiled financial statement OR State Licensing Board for General Contractors Confidential Financial Statement Booklet Completed by an independent CPA.
    - b. Current bid limits of “D”, “E”, and “U” (contracts **\$500,000 and higher**) require a financial statement that is audited or reviewed OR State Licensing Board for General Contractors Confidential Financial Statement Booklet Completed by an independent CPA.
  2. Total Net Worth and Working Capital. These amounts must **both** be positive numbers of \$10,000 or more. (**place the appropriate figures in the spaces provided on the renewal form**)
  3. Line of Credit. Place an “X” in the blank provided for Line of Credit if it will be used for your Bid Limit. An “X” in this item will indicate that you have included a Line of Credit letter in your renewal package.
  4. Personal Statement. Place an “X” in the blank provided for Personal Statement if it will be used for your Bid Limit. An “X” indicates that you have included a Personal Financial Statement prepared by a CPA. A Guarantee Agreement must be included with the Personal Statement.
  5. Owner or Principal name and signature. The individual that will be held accountable for the numbers provided to obtain the bid limit and license certificate must print and sign their name.
  6. The notary information for Section C must be completed then notarized.
  7. The required Financial Statement must be included in your renewal package (unless you are requesting an extension). The required information is a copy of your financial statement noting the net worth and working capital that is included in Section C on the renewal form. Copies of annual reports sent to stockholders **will not be accepted**.

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- (D) Place an "X" in the blank provided for the Education Program you wish to support.
- (E) Payment of Fee
1. Renewal fee is \$200.
  2. Fees must be paid by money order, certified check, or cashiers check. **Personal or company checks are not accepted and will be returned.** This will delay the renewal of your license.
- (F) Social Security Number. **Your social security number is required on the renewal form as a result of the following Attorney General's opinion:** *"Attorney General's Opinion 98-00066 dated January 5, 1998 to the executive director of the Home Builders Licensure Board states that federal law requires that states implement procedures requiring that the social security number of any applicant for a professional license, driver's license, occupational license, recreational license, or marriage license be recorded on the application. (42 U.S.C.A. Section 666(a)(13)(A)(West Supp. 1997) The opinion further states that Alabama has implemented these procedures by enactment of the Alabama Child Support Act of 1997, which states that, "Any agency charged with the administration of any law concerning the issuance or renewal of a license, certificate, permit, or other authorization to engage in a profession, occupation, or commercial activity shall require all applicants for issuance or renewal of license, certificate, permit, or other authorization to provide the applicant's social security number to the agency, which agency shall record the social security number on the application and related records maintained by the agency." Code of Alabama 1975, Section 30-3-194 The opinion further interprets the law and states that (1) Only the person applying for the license must furnish a social security number, even though the application is for a corporation, partnership, etc. license. (2) **If the applicant does not furnish a social security number, all statutory requirements have not been met, and the agency must deny either a new or renewal license.**"*

### PAGE 2

Complete information on your organization. The individual furnishing the information for pages 1 and 2 must complete and sign page 2 and indicate their title in the space provided.

Page 2 must be completed whether you are a corporation, partnership, limited liability entity, or an individual.

### General Information

- (G) Proof of Existence (**not applicable to individuals**) must be dated 2006-2007
1. A copy of your proof of existence from the **Alabama** Secretary of State must be furnished. (*print screen from Secretary of State webpage not acceptable*)
  2. The proof of existence will determine the name that will appear on your license certificate.
  3. The financial information received must also be in this name and fictitious name.
- (H) Parent Company and Subsidiary
1. A subsidiary is a separate legal entity from its parent company and cannot use the consolidated financial statement of the parent company.
  2. The subsidiary must reach the minimum \$10,000 requirement for net worth **and** working capital on its own financial statement.
  3. A consolidated financial statement will be accepted **only** when the renewal is for the parent company.
- (I) Renewal of license as a general contractor or subcontractor does not exempt you or your company from other laws, Boards, or Commissions i.e. Plumbers/Gasfitters, Heating and Air, Electrical, Alabama Department of Environmental Management, Department of Agriculture, etc. **A current card from any of the above that applies to your license (i.e. M: Mechanical must have a plumbing/gasfitters and Heating and Air card) should be furnished with your renewal.**